# *Purchase Card On-Line System (PCOLS)*

## Continuous Learning Module

### for the Approving/Billing Official Supervisor

Please dial in to join us.

Commercial 1-301-909-7349

OR

DSN 312-434-7349

Access Code:  35200666#

# Training Overview

- Help and Support
- Purchase Card On-line System (PCOLS) Overview
- Enterprise Monitoring and Management of Accounts (EMMA)
- Authorization, Issuance and Maintenance (AIM)
- PCOLS Reporting
- Data Mining (DM)
- Risk Assessment Dashboard (RAD)

# Help and Support

## PCOLS Help Desk

Phone: 800-376-7783, com 269-961-7307, or DSN 661-7307

Email: dlacontactcenter@dla.mil

*Operation Hours: 24x7*

## PCOLS DAU Continuous Learning Module CLG005

*http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=1704*

Contains: Role-Based Training for PCOLS

## PCOLS Website at DAU Acquisition Community Connection (ACC)

*https://acc.dau.mil/pcols*

Contains: Interactive Tutorials, Frequently Asked Questions (FAQs), System User Manuals

milConnect link for Work Address Update

RAPIDS link for email address Update

# *PCOLS Overview*

# PCOLS Components

- **Enterprise Monitoring and Management of Accounts (EMMA)**
  - Used to provision users into roles in a hierarchy
  - Based on roles, grants access to the other PCOLS applications
- **Authorization, Issuance and Maintenance (AIM)**
  - System to issue and maintain Managing Accounts (MA) and Cardholder Accounts (CA)
  - Interfaces with the (currently) two banks
  - Store account information
- **PCOLS Reporting**
  - Provides reports based on Purchase Card accounts and users of AIM

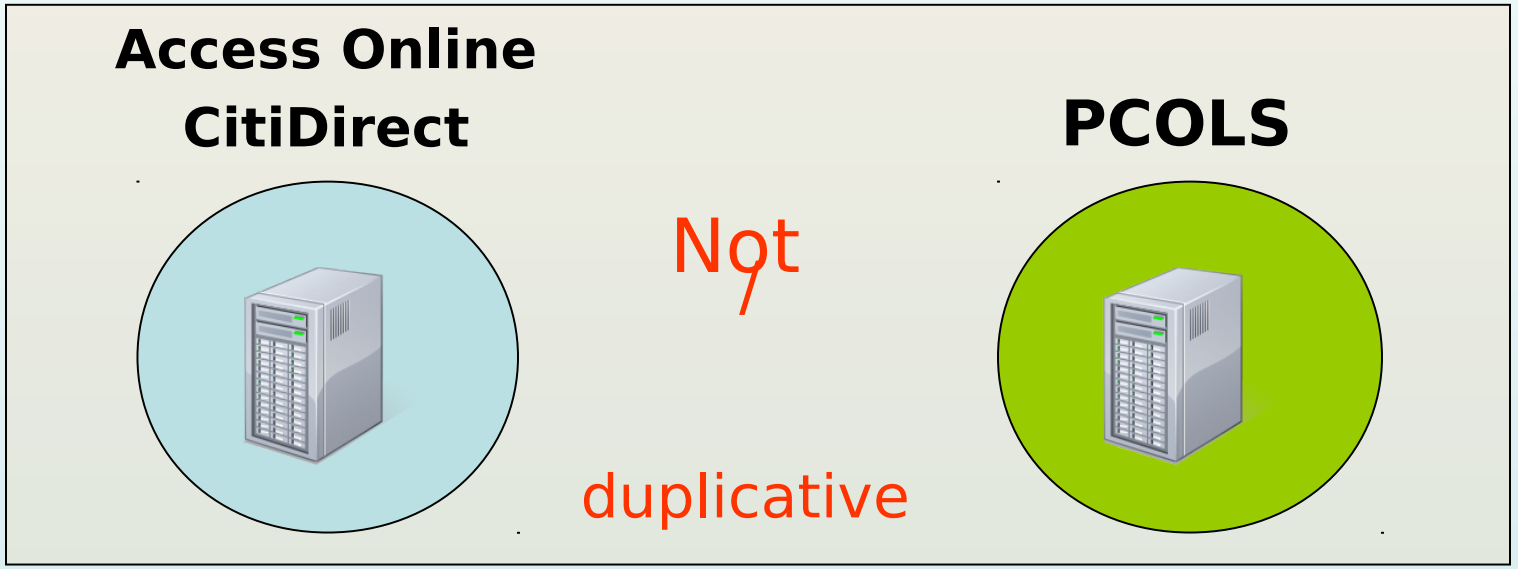
# PCOLS Components *(cont'd)*

- **Data Mining (DM)**
  - Managed by third party vendor Northrupp Grumman
  - Reviews all transactions of all CAs and scores the transactions based on risk of fraud, misuse, or abuse
  - Flagged transactions are to be reviewed and verified by the A/BO or A/BO Supervisor

- **Risk Assessment Dashboard (RAD)**
  - Reports an organization's "health" in the Purchase Card Program
    - *Health is based on risk-indicating controls*

# Banking Systems

- PCOLS does not replace transaction-level, bank-operated systems
  - Access Online and CitiDirect
    - *Will be used before and after PCOLS implementation*
    - *Will provide capability to approve transactions*




PCOLS migrates manual Purchase Card processes to an electronic equivalent

# Pools

- Pools are used to establish a group of individuals provisioned in the same roles in an organization
  - **A/OPC and A/BO Supervisor roles – allows all members of the pool to own the same set of actions. For example, any pool member can act on any account associated with the organization.**
  - Cardholders (CH) Supervisor – AIM includes all pool members in the list of available CH Supervisors for an account. An individual must be assigned as the CH Supervisor for an account in order for the CH Supervisor to have access to the account.
  - Resource Manager – AIM allows all users assigned as an RM or RM Pool member in an organization to act on any account associated with any RM in the organization.

# *Enterprise Monitoring and Management of Accounts*

# Learning Objectives

- EMMA Background
- Defining:
  - Provisioning Process
  - Roles
  - Purchase Card Program hierarchy
- How to:
  - Accept A Role

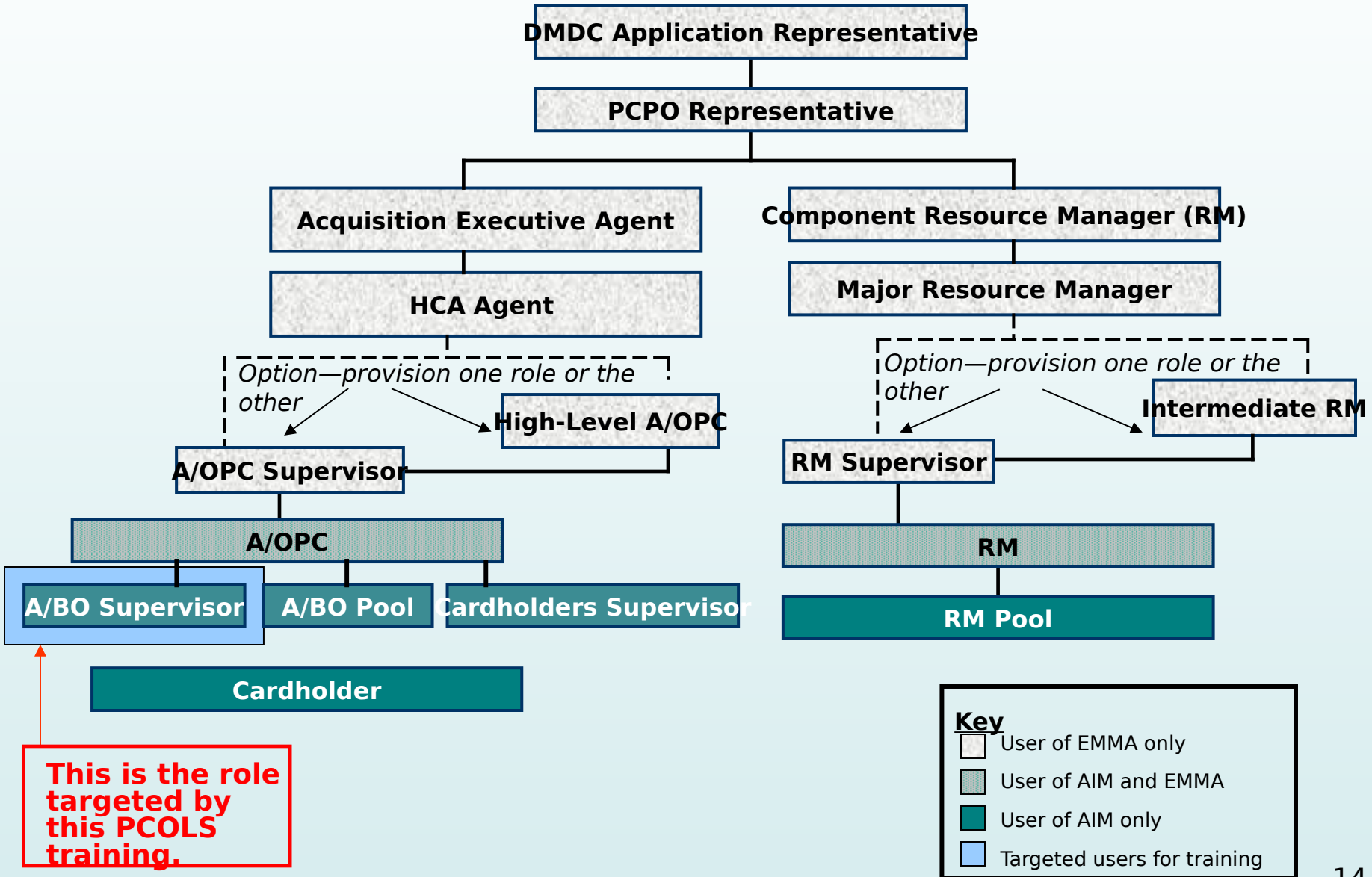
# Detailed Overview

- Program-wide application
- Captures hierarchies to grant system access to authenticated users
  - The hierarchy incorporates Supervisors into the program
- Uses the Common Access Card (CAC) to link an individual to a role
- Allows A/OPCs to create roles under their own, to continue down the hierarchy
- Other systems, such as AIM, use the roles in EMMA to grant permissions within the applications

# Provisioning

- Electronic process of documenting the chain of command in the Purchase Card hierarchy
  - Top-down process
- Assigning uniquely identified individuals to specific roles
  - Enhances strategic program management
  - Increases security
  - Allows for improved future risk management
- Provisioning steps
  - Add a Role
  - Assign a User to the Role

# Purchase Card Hierarchy



# Accepting A Position

- In EMMA, the provisioning process has changed
- You will now “Accept Your Position”
- A Position Acceptance will be received and redeemed for each role provisioned
- Once you have accepted your position, the A/OPC will be notified by email
- If you receive a message that an error occurred, contact your provisioner

# Accepting A Position

Enter the EDI/DOD Person ID Number (10 digit number located on the back of the users CAC) in the “Person ID” field on the Add User screen in EMMA

*NOTE* - your EDI/DOD Person ID Number is considered PII. Please ensure you are providing it to the person provisioning you in an encrypted email.

# Accepting A Position

-----Original Message-----
From: no_reply@dmdc.osd.mil [mailto:no_reply@dmdc.osd.mil]
Sent: Thursday, February 11, 2016 8:54 AM
To: Approving/Billing Official Name.civ@mail.mil
Subject: You have been tentatively provisioned in [PCOLS] for role: | **[A/BO Supervisor]** - ACTION REQUIRED

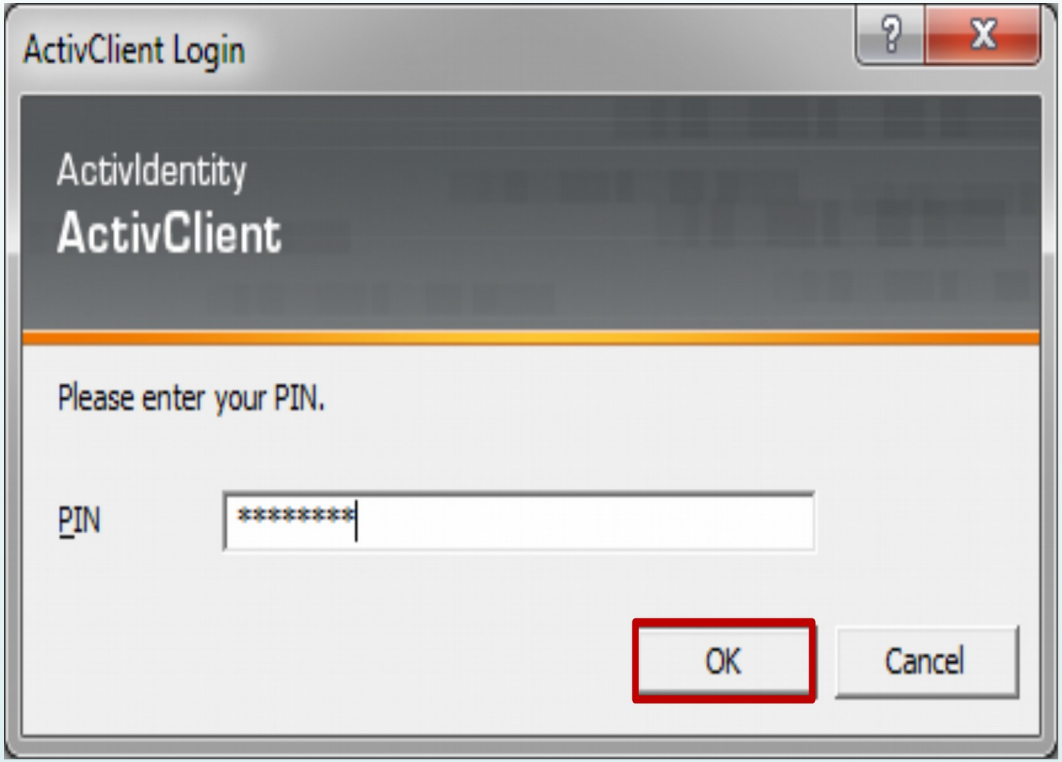
You have been tentatively provisioned as a **A/BO Supervisor** in the 'DLA 2' (401296) organization for the PCOLS (AIM, PCOLS-WEB, RAD) product(s). The role assignment was created for you by James Tew james.tew.civ@dla.mil (Agency/Organization Program Coordinator).

You are required to formally accept your new position before it can be used. You also have the option to reject it. Follow the link below to take action:

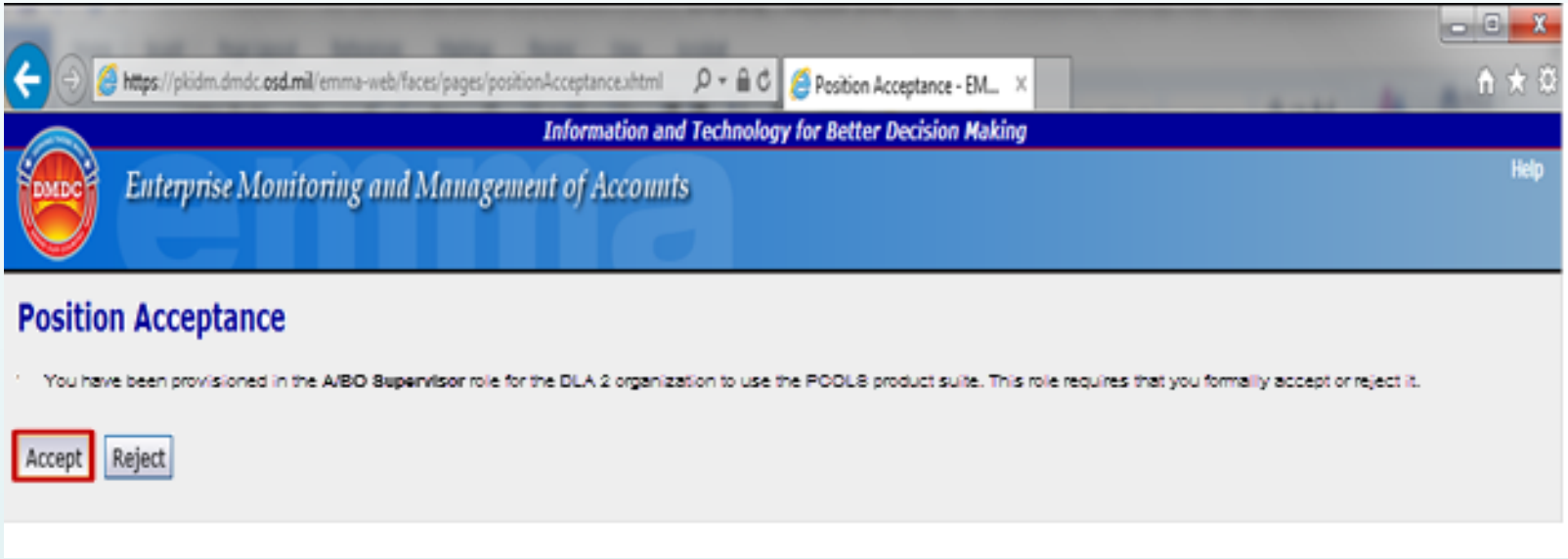
https://pkidm.dmdc.osd.mil/emma-web/pending.html?POS_ID=20636

For technical support, please contact the DSC Help Desk at the below phone numbers. Be sure to identify yourself as a 'Approving/Billing Official Pool' for the 'PCOLS' product and state that you were provisioned for the Enterprise Monitoring and Management of Accounts (EMMA) web application.
- US (CONUS) - Commercial (toll-free): 1-800-372-7437
- OCONUS - DSN: 312-878-2856

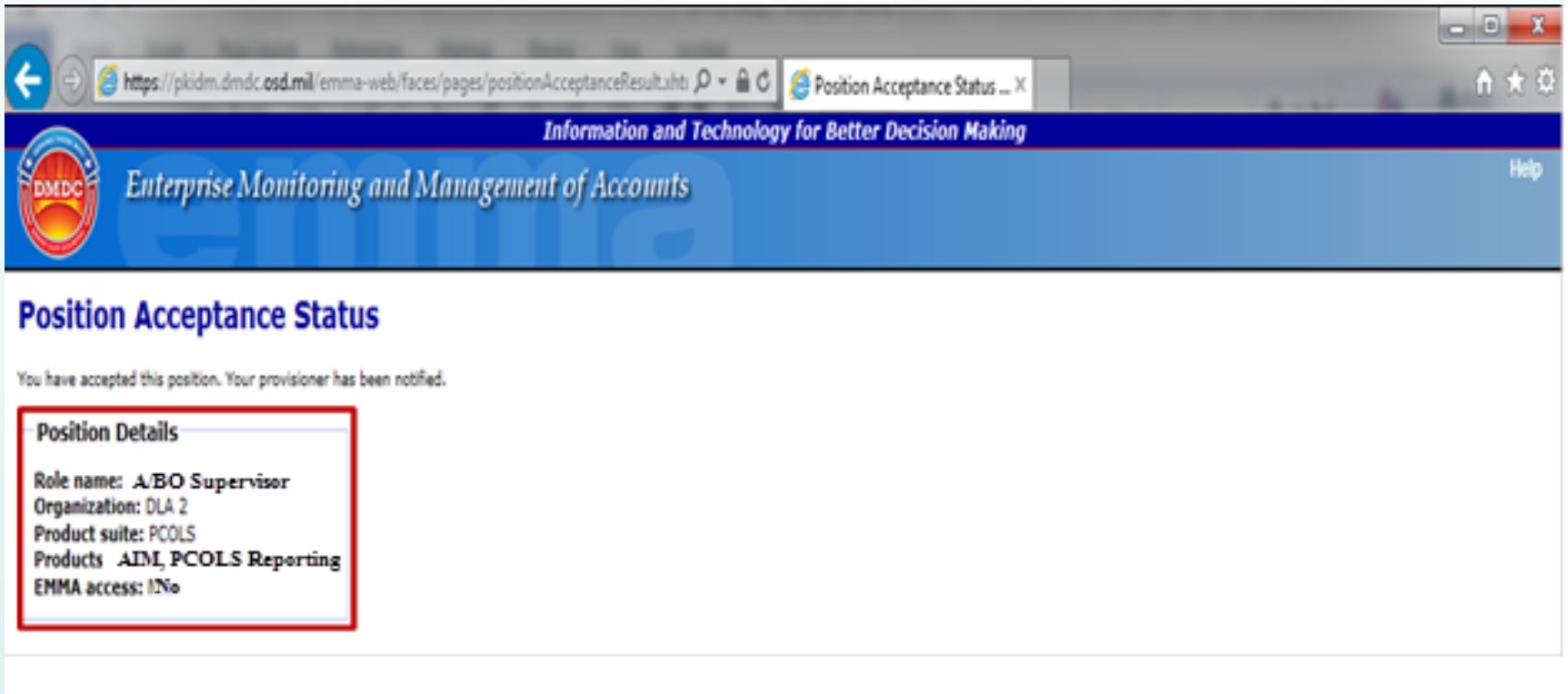
# Accepting A Position



# Accepting A Position


https://pkidm.dmdc.osd.mil/emma-web/faces/pages/positionAcceptance.xhtml
Position Acceptance - EM...
Information and Technology for Better Decision Making
Enterprise Monitoring and Management of Accounts
Help
Position Acceptance
You have been provisioned in the A/BO Supervisor role for the DLA 2 organization to use the PCOLS product suite. This role requires that you formally accept or reject it.
Accept
Reject

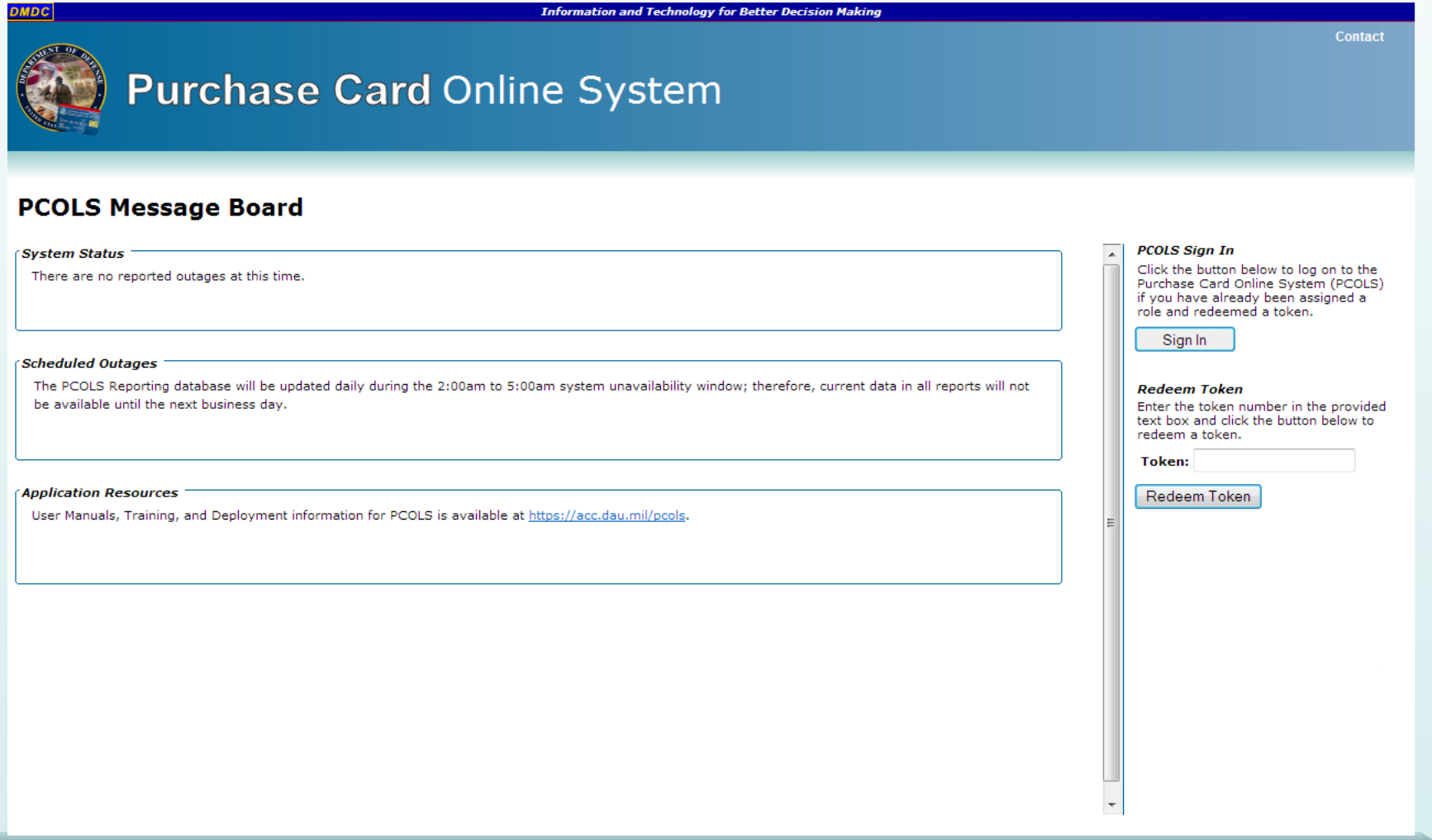
# Accepting A Position



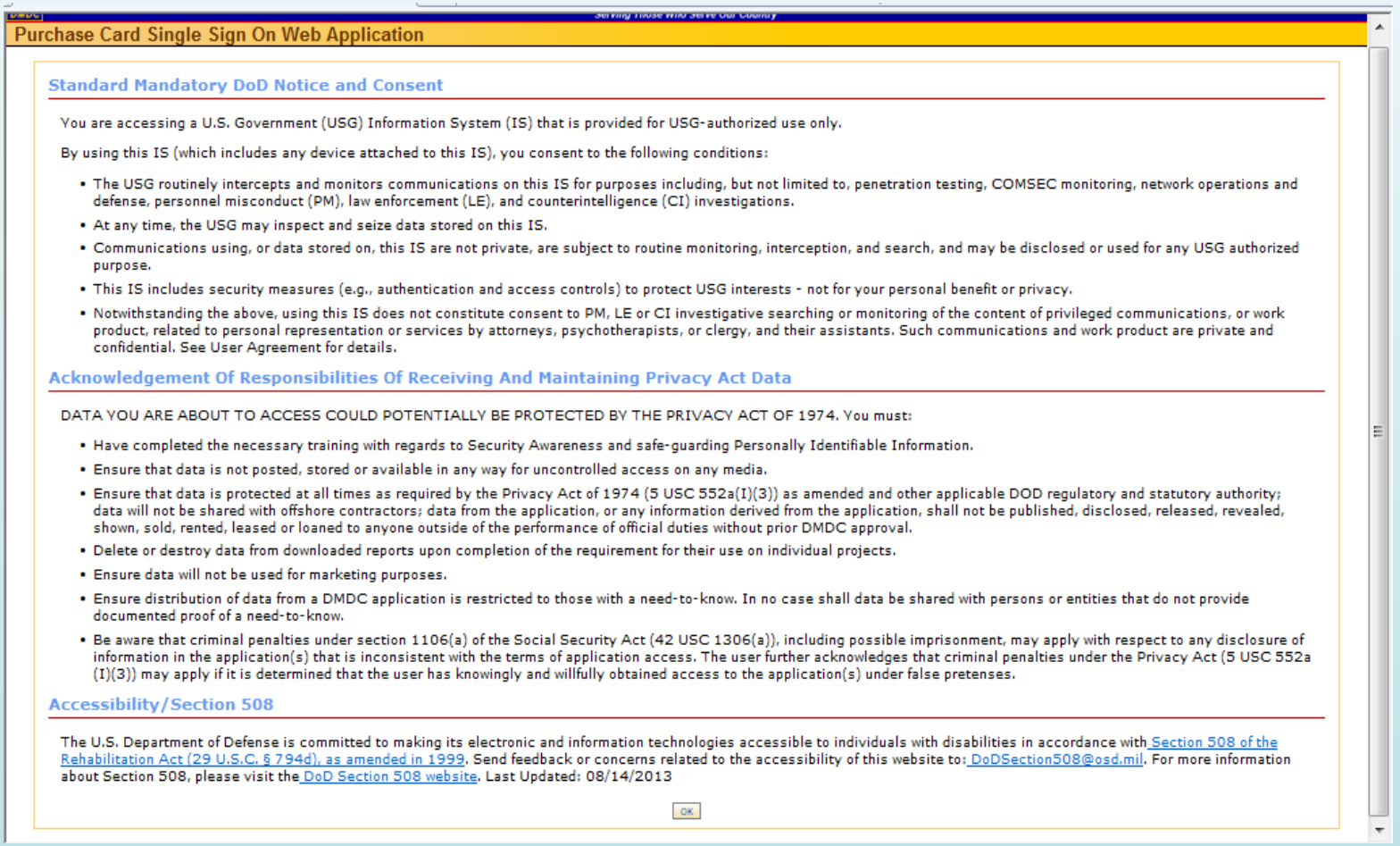
# *Logging on to PCOLS*

# Logging On

- The PCOLS suite of applications can be reached using a single web site: https://www.dmdc.osd.mil/appj/pcols-web/


DMDC
Information and Technology for Better Decision Making
Contact
Purchase Card Online System
PCOLS Message Board
System Status
There are no reported outages at this time.
Scheduled Outages
The PCOLS Reporting database will be updated daily during the 2:00am to 5:00am system unavailability window; therefore, current data in all reports will not be available until the next business day.
Application Resources
User Manuals, Training, and Deployment information for PCOLS is available at https://acc.dau.mil/pcols.
PCOLS Sign In
Click the button below to log on to the Purchase Card Online System (PCOLS) if you have already been assigned a role and redeemed a token.
Sign In
Redeem Token
Enter the token number in the provided text box and click the button below to redeem a token.
Token:
Redeem Token

# Notice and Consent



Purchase Card Single Sign On Web Application

## Standard Mandatory DoD Notice and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

## Acknowledgement Of Responsibilities Of Receiving And Maintaining Privacy Act Data

DATA YOU ARE ABOUT TO ACCESS COULD POTENTIALLY BE PROTECTED BY THE PRIVACY ACT OF 1974. You must:

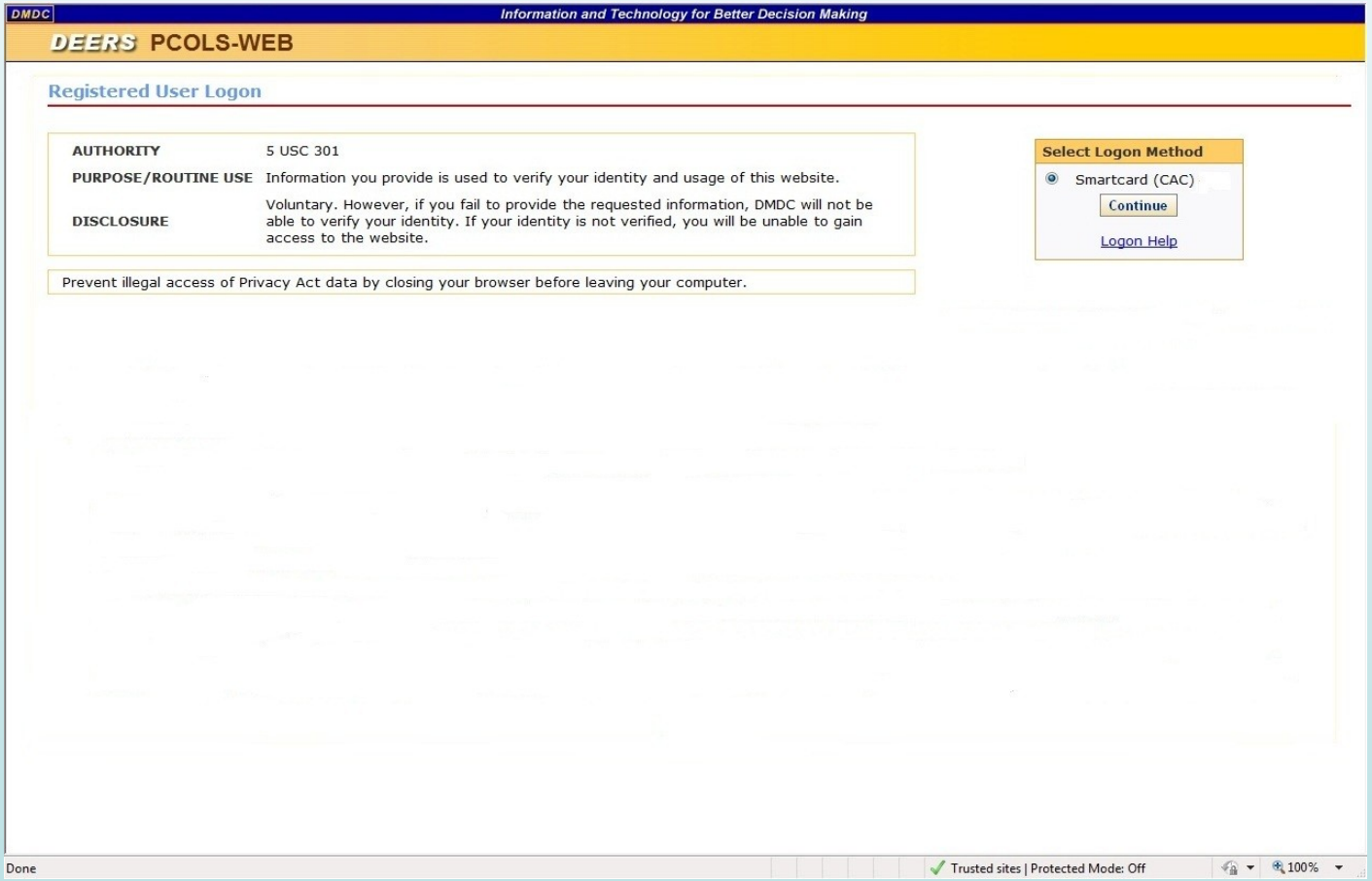
- Have completed the necessary training with regards to Security Awareness and safe-guarding Personally Identifiable Information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(I)(3)) as amended and other applicable DOD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.
- Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
- Ensure distribution of data from a DMDC application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
- Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a (I)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.

## Accessibility/Section 508

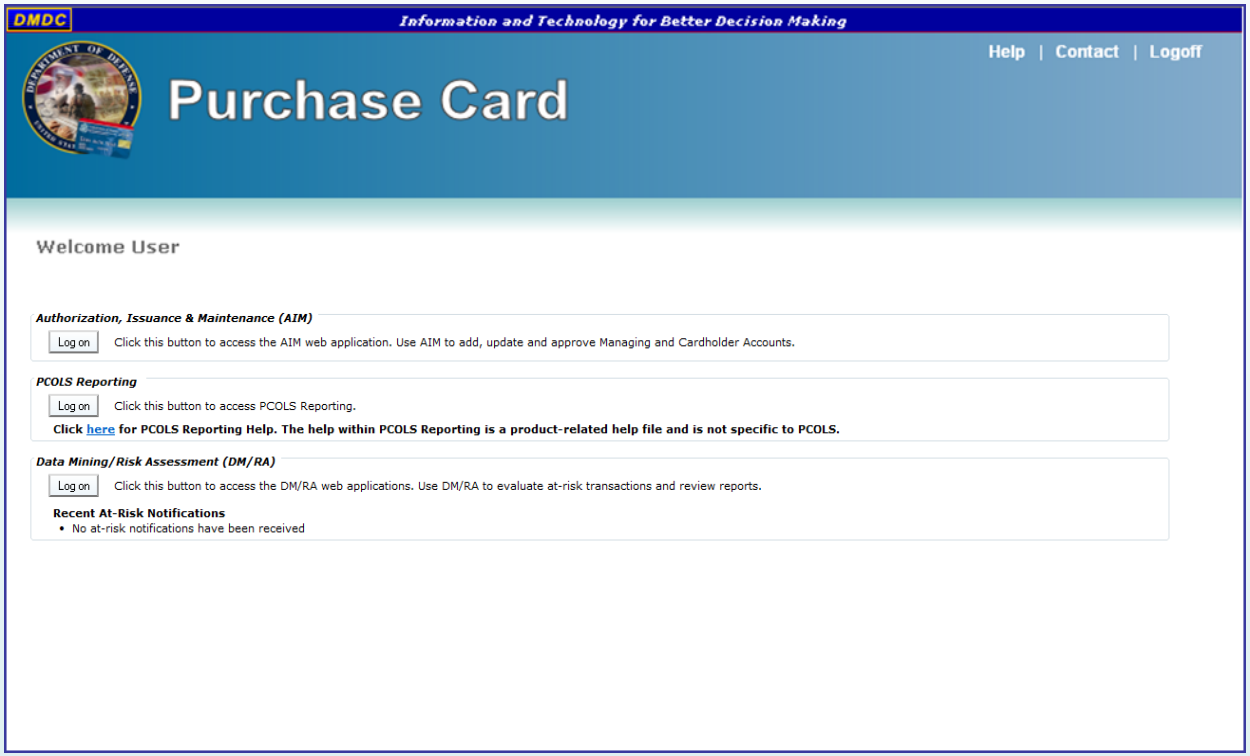
The U.S. Department of Defense is committed to making its electronic and information technologies accessible to individuals with disabilities in accordance with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended in 1999. Send feedback or concerns related to the accessibility of this website to: DoDSection508@osd.mil. For more information about Section 508, please visit the DoD Section 508 website. Last Updated: 08/14/2013

OK

# Registered User Logon


DMDC
Information and Technology for Better Decision Making
DEERS PCOLS-WEB
Registered User Logon
AUTHORITY
5 USC 301
PURPOSE/ROUTINE USE
Information you provide is used to verify your identity and usage of this website.
DISCLOSURE
Voluntary. However, if you fail to provide the requested information, DMDC will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website.
Prevent illegal access of Privacy Act data by closing your browser before leaving your computer.
Select Logon Method
Smartcard (CAC)
Continue
Logon Help
Done
Trusted sites | Protected Mode: Off
100%

# Logging On *(cont'd)*


DMDC
Information and Technology for Better Decision Making
Help | Contact | Logoff
Purchase Card
Welcome User
Authorization, Issuance & Maintenance (AIM)
Log on
Click this button to access the AIM web application. Use AIM to add, update and approve Managing and Cardholder Accounts.
PCOLS Reporting
Log on
Click this button to access PCOLS Reporting.
Click here for PCOLS Reporting Help. The help within PCOLS Reporting is a product-related help file and is not specific to PCOLS.
Data Mining/Risk Assessment (DM/RA)
Log on
Click this button to access the DM/RA web applications. Use DM/RA to evaluate at-risk transactions and review reports.
Recent At-Risk Notifications
• No at-risk notifications have been received

# *Authorization, Issuance and Maintenance*

# Learning Objectives

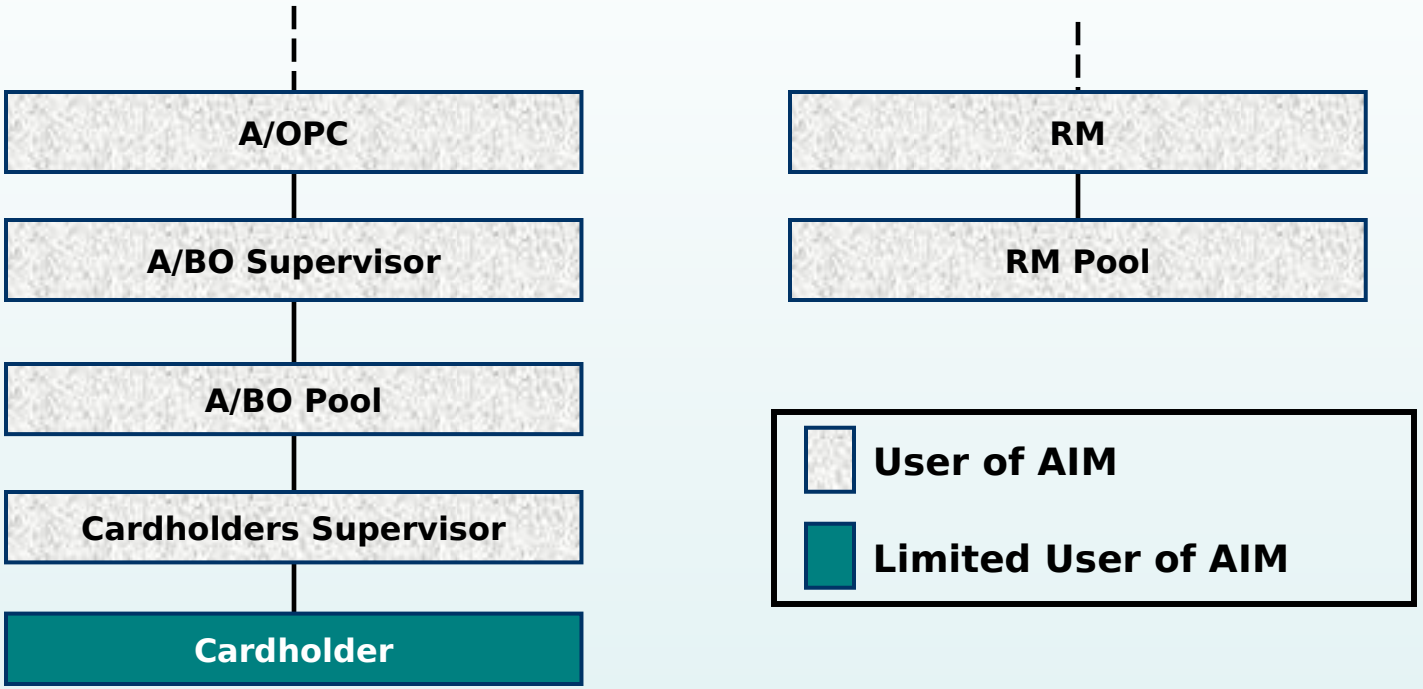
- AIM Background
- Roles and Responsibilities
- How to:
  - Log On
  - Check Your Task Inbox
  - Issue a Managing Account
  - Maintain a Managing Account
  - Issue a Cardholder Account

# Detailed Overview

- A workflow tool used to perform various Purchase Card Program account issuance and maintenance functions such as:
  - Updating Purchase Limits
  - Changing Merchant Category Codes (MCCs)
  - Ensuring that ongoing training requirements are met
  - Ensuring that lines of accounting are current

- Draws from hierarchies recorded in EMMA to determine who has responsibility and permission to initiate and approve requests for Account issuance and maintenance
- A live interface with the bank systems allows Account requests to be sent electronically
- Daily feeds from the bank systems allows both systems to be up to date with the current Account information
- Does not replace any existing systems to review and approve card transactions

# Users of AIM



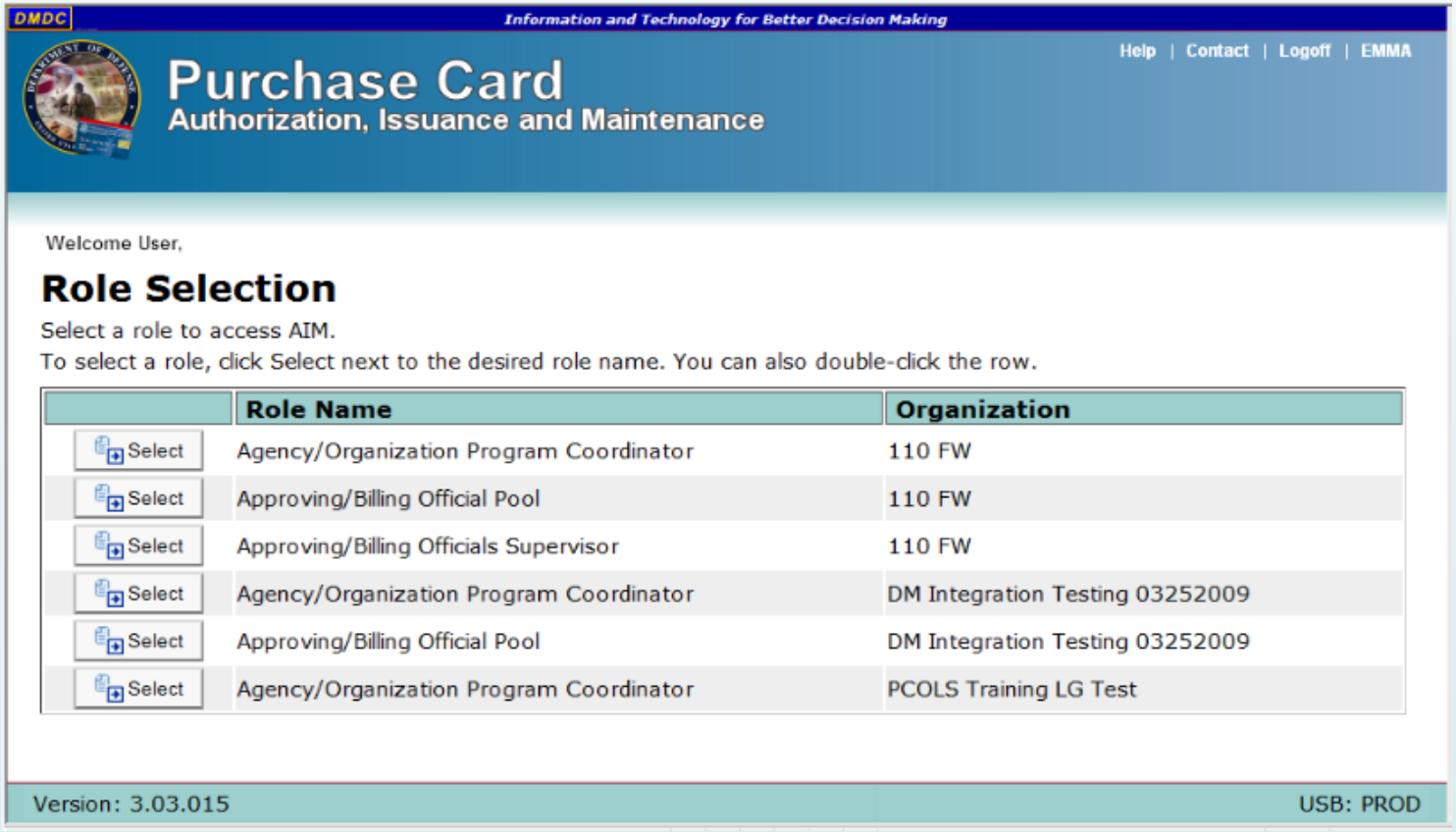

- RM and RM Pool are interchangeable in AIM
- Cardholders access AIM only during the Cardholder Account establishment
  - They must use a token to log into the application

# Roles and Responsibilities

- Initiate requests to establish Managing Accounts
- Nominate the Primary A/BO and Alternate A/BO(s) to be associated with the MA
- Approve nomination of Resource Manager by A/BO when creating MAs
- Perform MA maintenance
- Approve Cardholder Account requests
  - Only when the issuing A/BO and the CH Supervisor roles are filled by a single person
- Maintain CAs
  - To assist with conducting periodic reviews to ensure the appropriateness of CA purchase limits

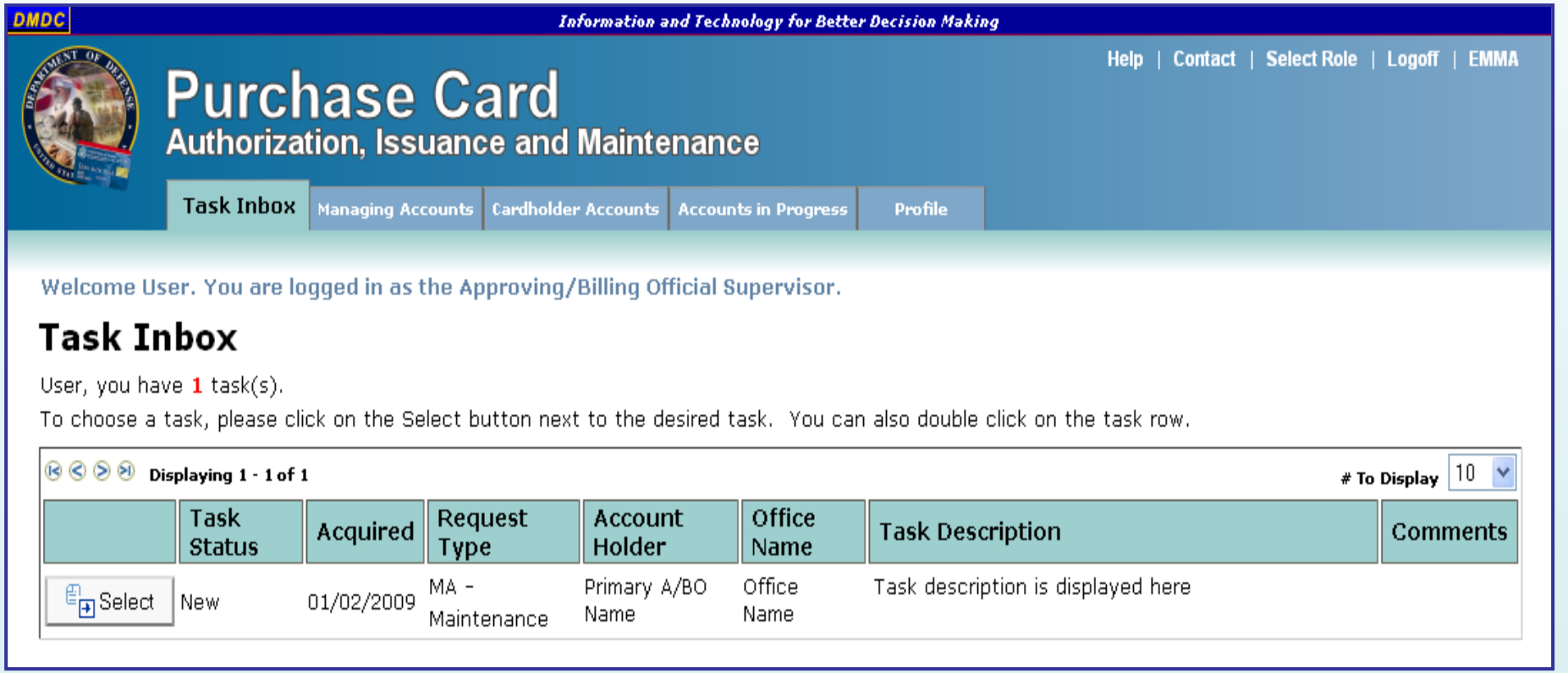
# Selecting a Role

- If you hold multiple roles or are in multiple organizations, select the role that you would like to act upon for this session



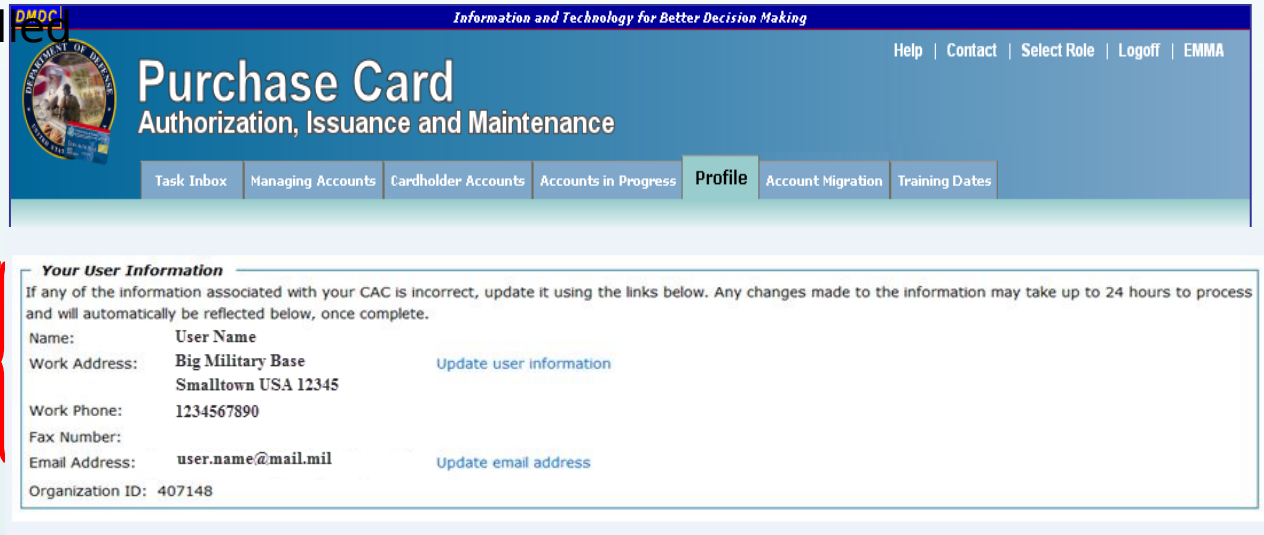
# Checking your Task Inbox

- Tasks for both Managing and Cardholder Accounts will be seen in the Task Inbox



# Profile

- **All users see "Your User Information" section**
  - This information is pulled from your CAC certificates and the milConnect database

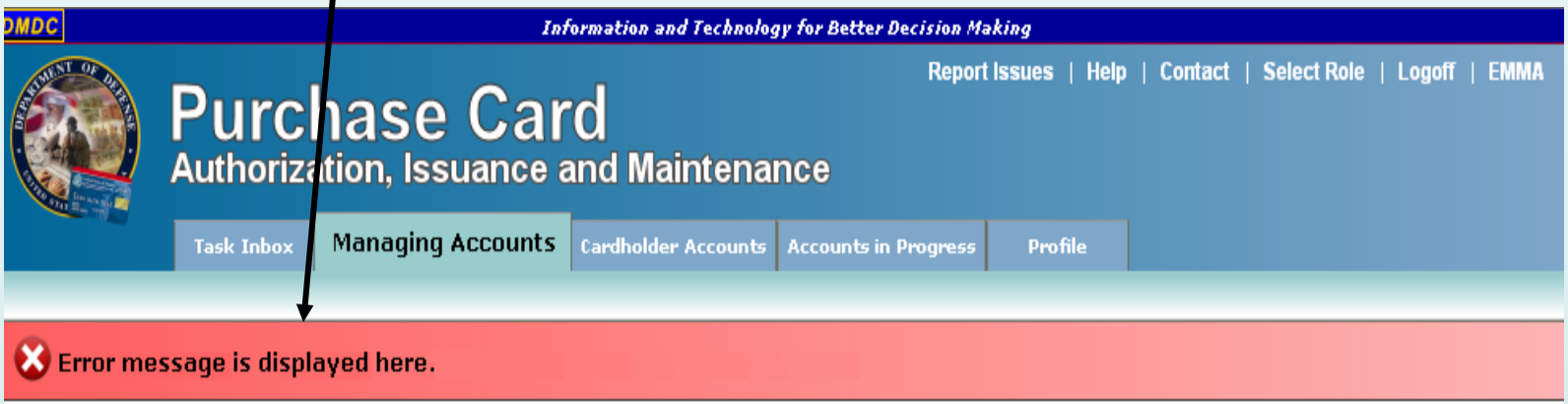

DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts in Progress
Profile
Account Migration
Training Dates
Your User Information
If any of the information associated with your CAC is incorrect, update it using the links below. Any changes made to the information may take up to 24 hours to process and will automatically be reflected below, once complete.
Name: User Name
Work Address: Big Military Base
Smalltown USA 12345
Update user information
Work Phone: 1234567890
Fax Number:
Email Address: user.name@mail.mil
Update email address
Organization ID: 407148

**This section is seen by all users in AIM, except for the Cardholder**

# Success / Error Messages

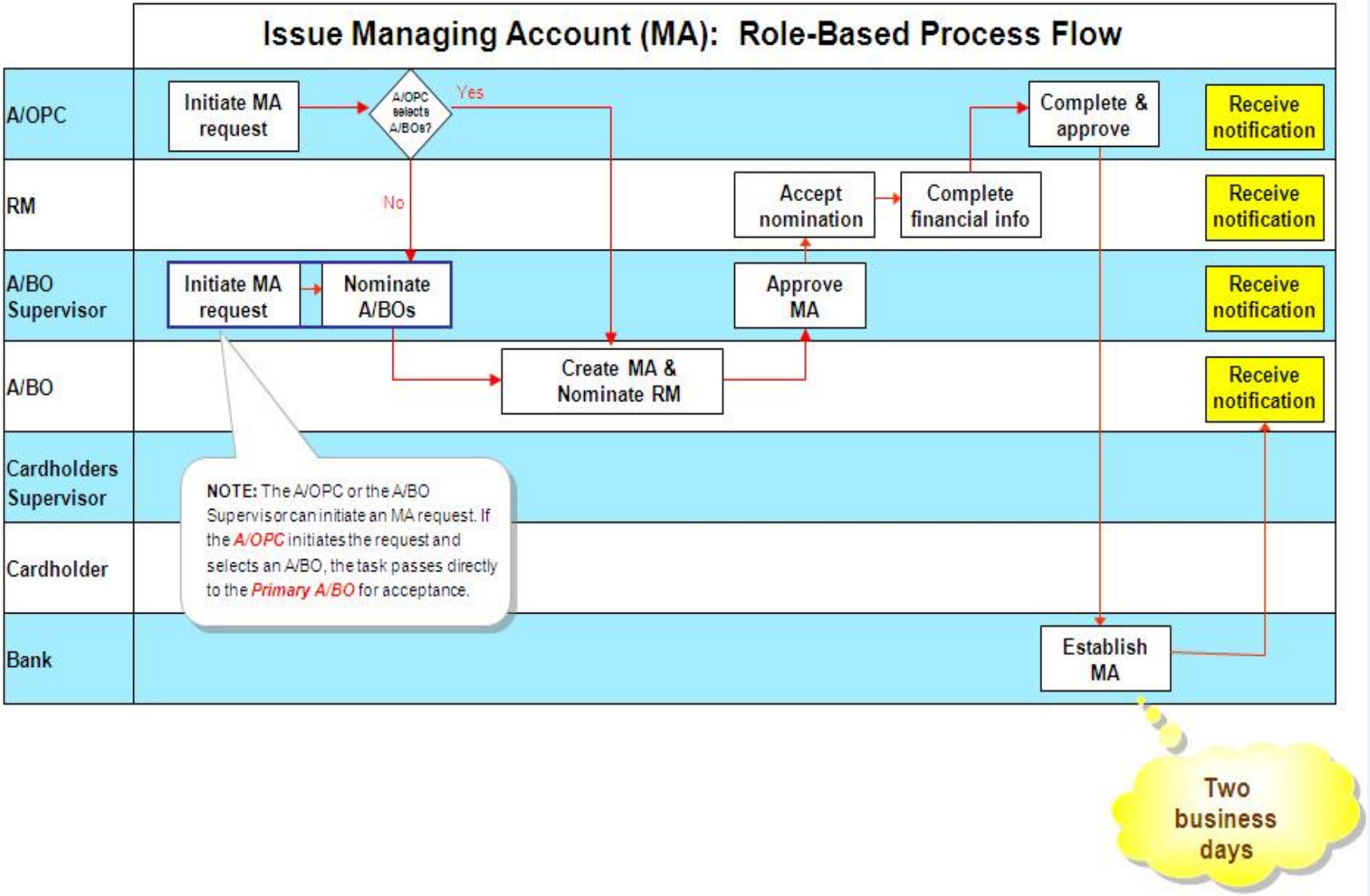
- Green Bar indicates the action was successful

- Red Bar indicates the action failed



# *Managing Accounts*

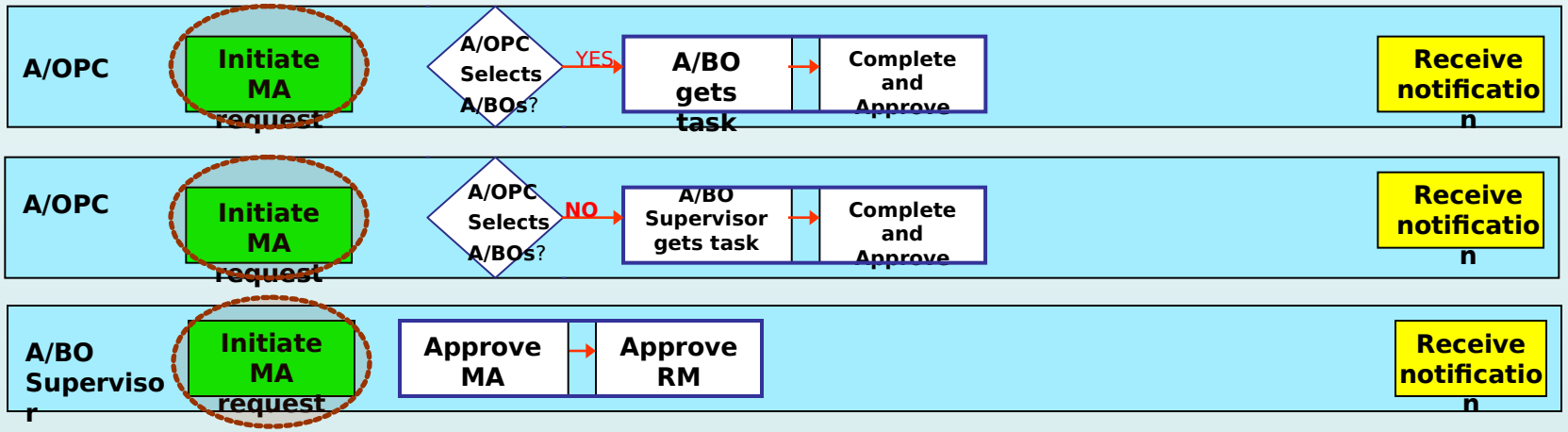
# Issuing a Managing Account



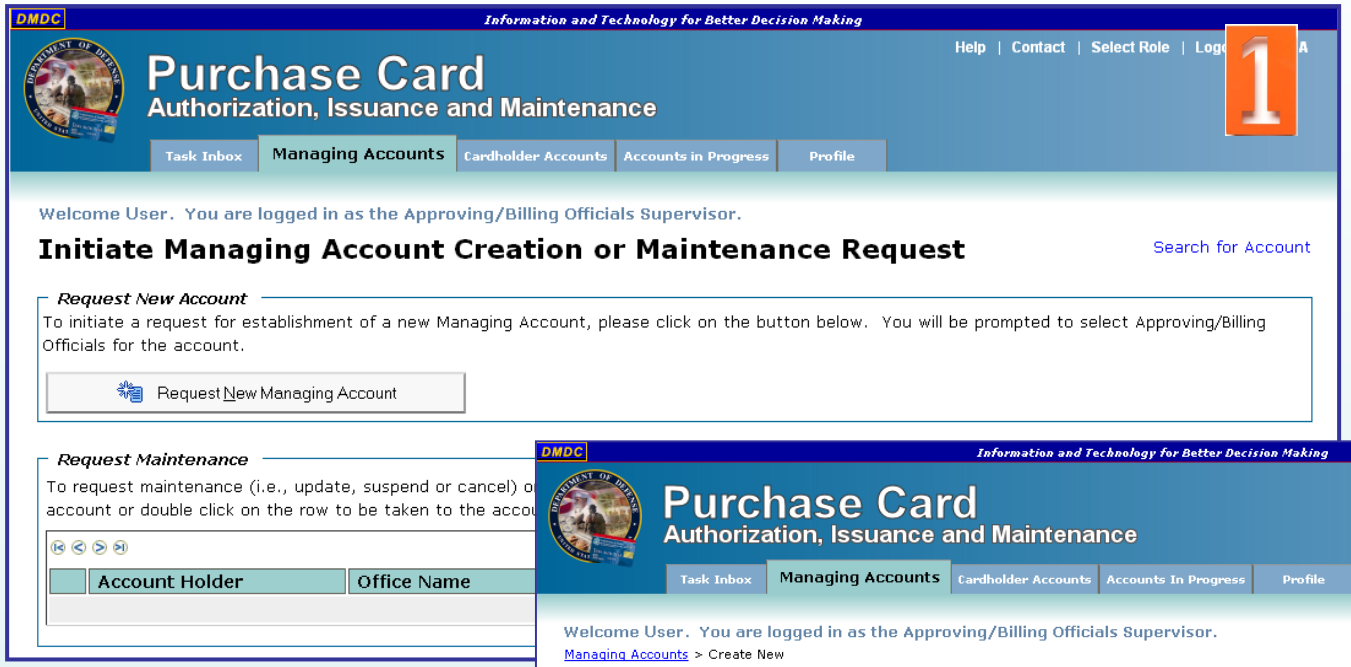
# Issuing a Managing Account (cont'd)

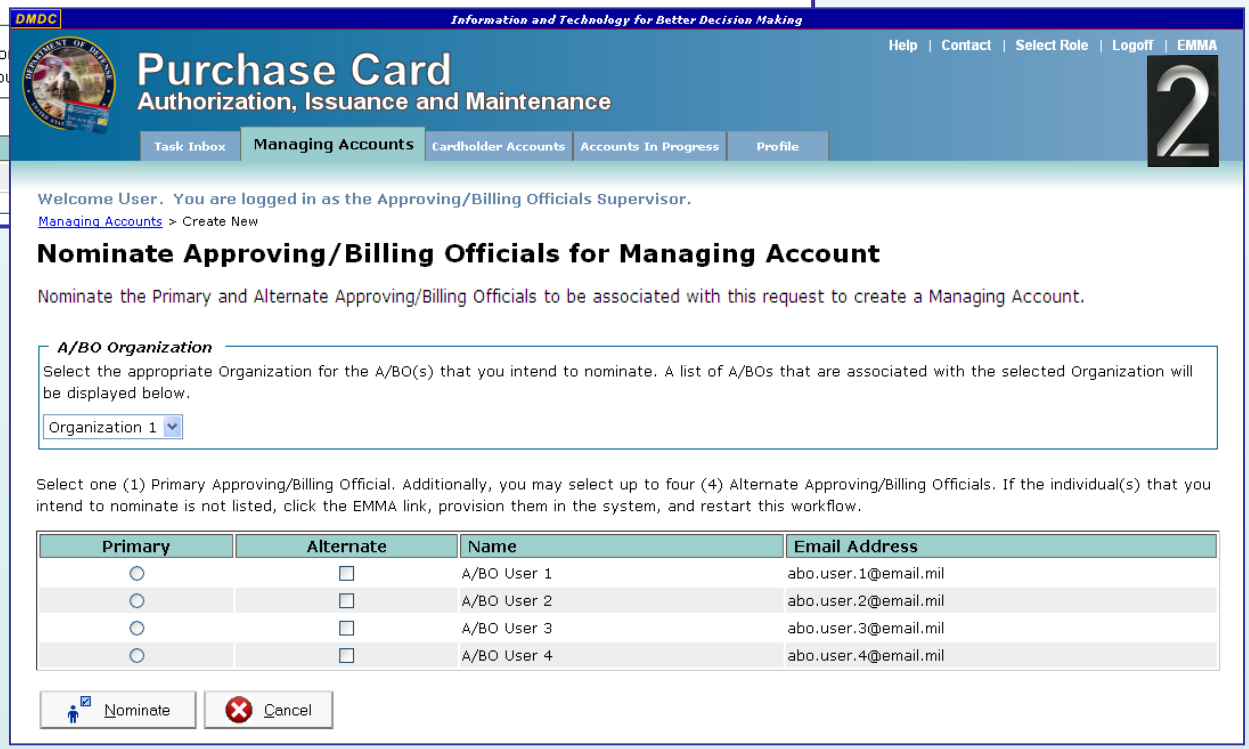
a. A/OPC or A/BO Supervisor initiates new Managing Account request

- Nominates the Primary A/BO
- Nominates up to four Alternate A/BOs
- If the individual that should be nominated is not listed, they must be provisioned using EMMA and the issuance process in AIM must be restarted
- When complete, a PCOLS Task is sent to the Primary A/BO and a PCOLS Notification is sent to the Alternate A/BOs



# Issuing a Managing Account *(cont'd)*


DMDC
Information and Technology for Better Decision Making
Purchase Card
Authorization, Issuance and Maintenance
Help | Contact | Select Role | Logo
1
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts in Progress
Profile
Welcome User. You are logged in as the Approving/Billing Officials Supervisor.
Initiate Managing Account Creation or Maintenance Request
Search for Account
Request New Account
To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.
Request New Managing Account
Request Maintenance
Account Holder
Office Name


DMDC
Information and Technology for Better Decision Making
Purchase Card
Authorization, Issuance and Maintenance
Help | Contact | Select Role | Logoff | EMMA
2
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Welcome User. You are logged in as the Approving/Billing Officials Supervisor.
Managing Accounts > Create New
Nominate Approving/Billing Officials for Managing Account
Nominate the Primary and Alternate Approving/Billing Officials to be associated with this request to create a Managing Account.
A/BO Organization
Select the appropriate Organization for the A/BO(s) that you intend to nominate. A list of A/BOs that are associated with the selected Organization will be displayed below.
Organization 1
Select one (1) Primary Approving/Billing Official. Additionally, you may select up to four (4) Alternate Approving/Billing Officials. If the individual(s) that you intend to nominate is not listed, click the EMMA link, provision them in the system, and restart this workflow.
Primary
Alternate
Name
Email Address
A/BO User 1
abo.user.1@email.mil
A/BO User 2
abo.user.2@email.mil
A/BO User 3
abo.user.3@email.mil
A/BO User 4
abo.user.4@email.mil
Nominate
Cancel

# Issuing a Managing Account *(cont'd)*

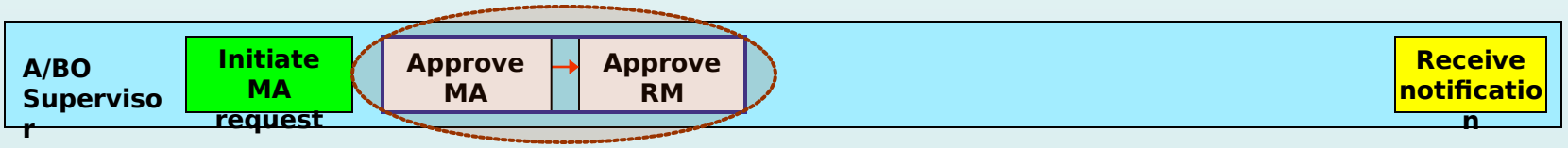
b. Primary A/BO accepts nomination and creates MA

- Enters required fields to create MA
- Nominates a Resource Manager
- When complete, a PCOLS Task is sent to the A/BO Supervisor

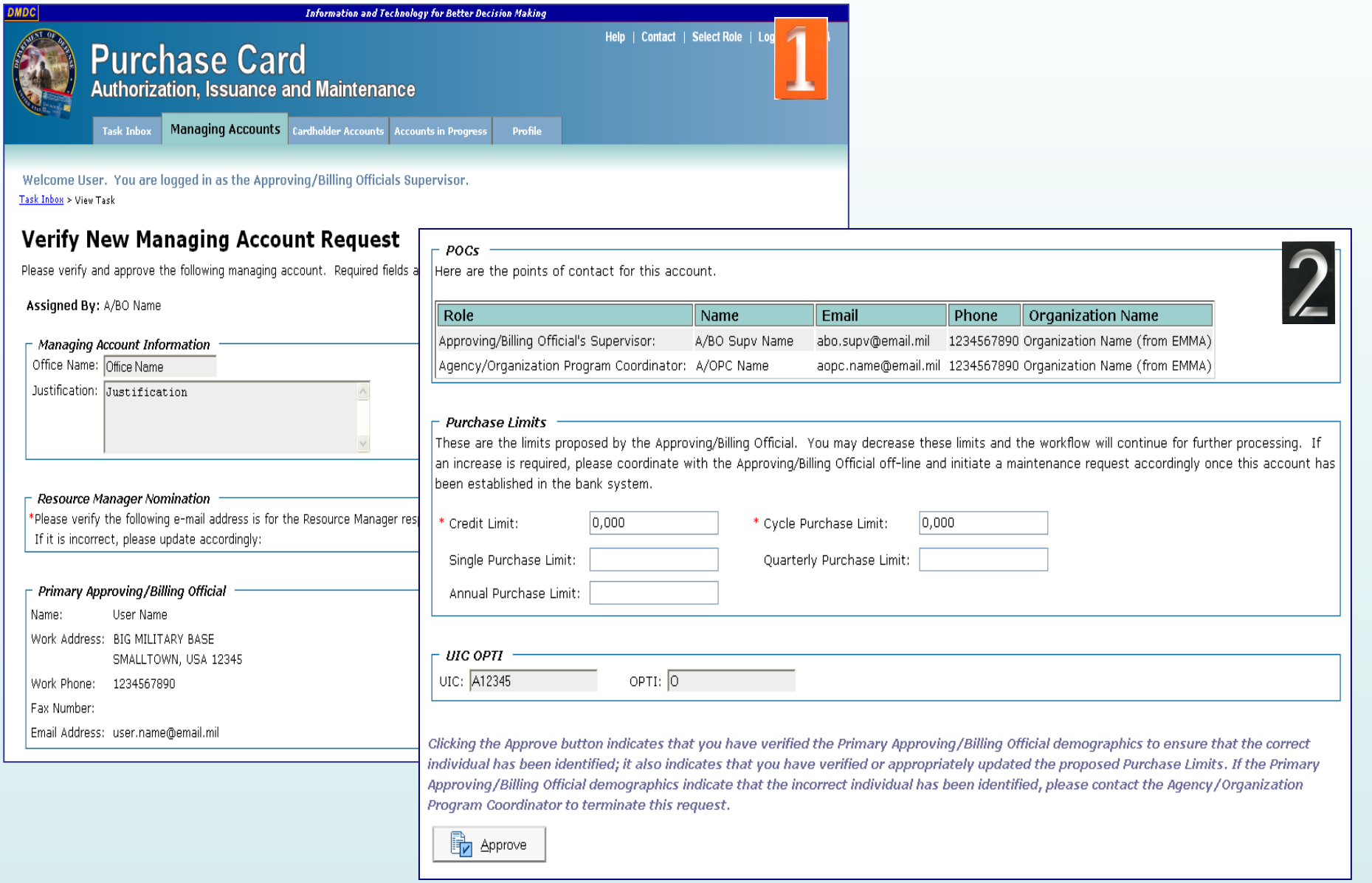
# Issuing a Managing Account *(cont'd)*

c. A/BO Supervisor approves MA request

- Reviews the Purchase Limits and update, if necessary
- Purchase Limits may not be increased
- Reviews the nominated RM and updates, if necessary
- Enters the Acknowledgement of Required Training
- A PCOLS Task with a token-embedded link is sent to the nominated RM



# Issuing a Managing Account *(cont'd)*


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Log
1
Purchase Card
Authorization, Issuance and Maintenance
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts in Progress
Profile
Welcome User. You are logged in as the Approving/Billing Officials Supervisor.
Task Inbox > View Task
Verify New Managing Account Request
Please verify and approve the following managing account. Required fields a
Assigned By: A/BO Name
Managing Account Information
Office Name: Office Name
Justification: Justification
Resource Manager Nomination
*Please verify the following e-mail address is for the Resource Manager res
If it is incorrect, please update accordingly:
Primary Approving/Billing Official
Name: User Name
Work Address: BIG MILITARY BASE
SMALLTOWN, USA 12345
Work Phone: 1234567890
Fax Number:
Email Address: user.name@email.mil
POCs
Here are the points of contact for this account.
2
Role | Name | Email | Phone | Organization Name
Approving/Billing Official's Supervisor: | A/BO Supv Name | abo.supv@email.mil | 1234567890 | Organization Name (from EMMA)
Agency/Organization Program Coordinator: | A/OPC Name | aopc.name@email.mil | 1234567890 | Organization Name (from EMMA)
Purchase Limits
These are the limits proposed by the Approving/Billing Official. You may decrease these limits and the workflow will continue for further processing. If an increase is required, please coordinate with the Approving/Billing Official off-line and initiate a maintenance request accordingly once this account has been established in the bank system.
* Credit Limit: 0,000
* Cycle Purchase Limit: 0,000
Single Purchase Limit:
Quarterly Purchase Limit:
Annual Purchase Limit:
UIC OPTI
UIC: A12345
OPTI: O
Clicking the Approve button indicates that you have verified the Primary Approving/Billing Official demographics to ensure that the correct individual has been identified; it also indicates that you have verified or appropriately updated the proposed Purchase Limits. If the Primary Approving/Billing Official demographics indicate that the incorrect individual has been identified, please contact the Agency/Organization Program Coordinator to terminate this request.
Approve

# Issuing a Managing Account *(cont'd)*

d. RM acts on their nomination for MA request

- Accepts or rejects their nomination
- Reviews the selected organization and update, if necessary

e. RM fills out financial information and approves MA request

- Enters EDI payment, Reallocation Method, and Default Accounting Codes
- Reviews Purchase Limits and updates, if necessary
- When complete, a PCOLS Task is sent to the A/OPC

# Issuing a Managing Account *(cont'd)*

f. A/OPC approves MA request

- Selects TBR hierarchy
- Selects Ship to role*
- Certifies the A/BOs have completed their training and enters the date of completion
- Certifies the Required Delegations and Appointments letter was issued and enters date for review
- Reviews Office Name, Justification, Purchase Limits, Organization Name, UIC*, and OPTI* and updates, if necessary
- When complete, the request is sent to the bank

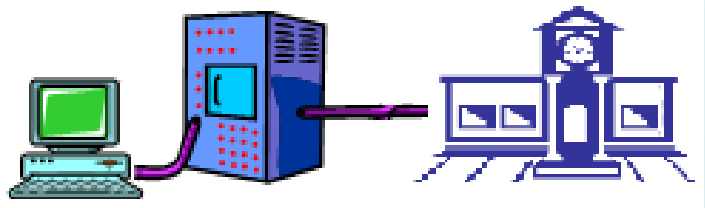
*** Navy users only**

# Issuing a Managing Account (cont'd)

g. AIM sends MA request to bank

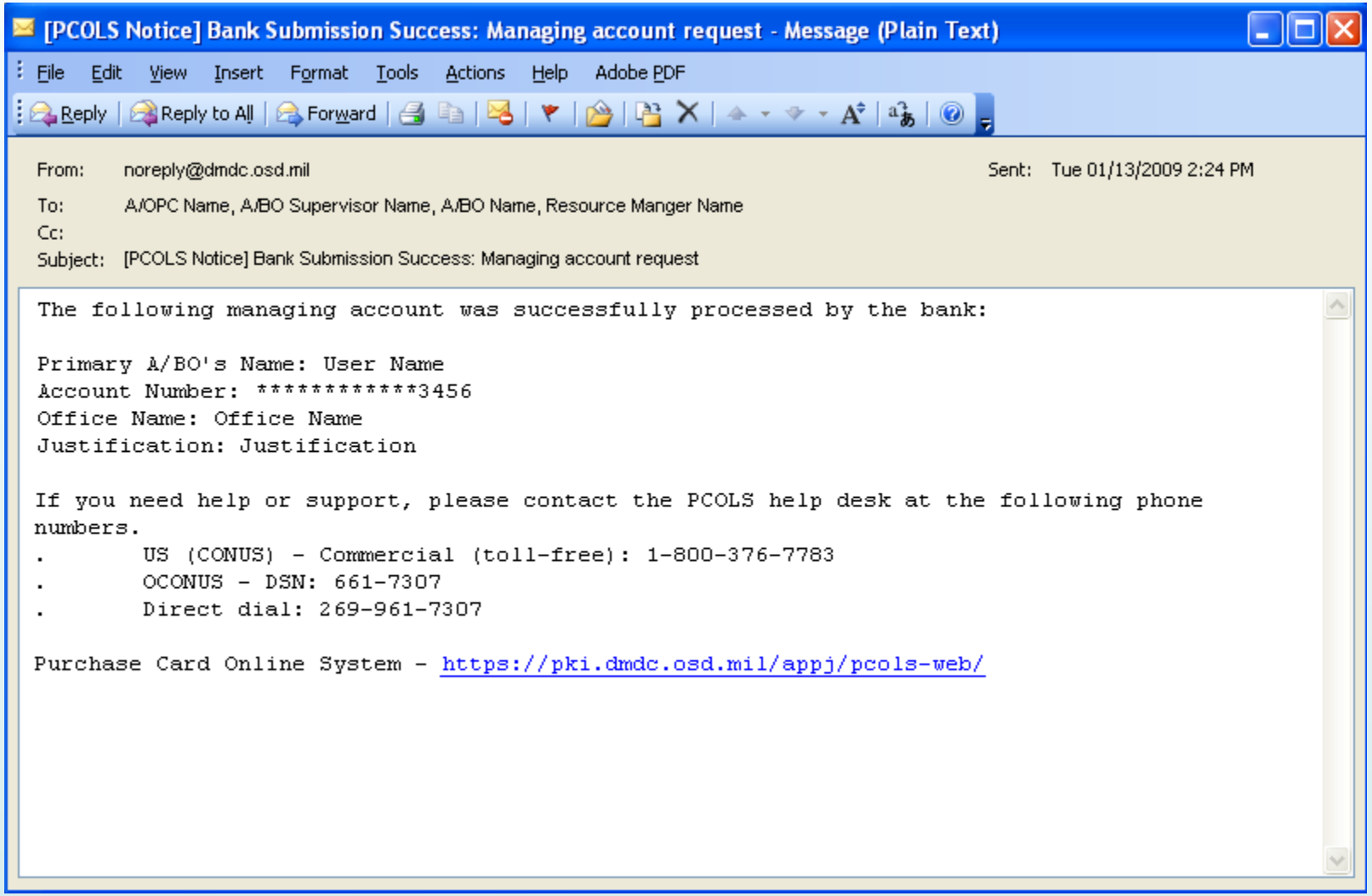
- If the bank rejects the request, it goes to the appropriate user for revision
  - *Rejections related to the financial information entered by the RM will return as a task to the RM's Task Inbox*
  - *All other errors to the MA request will return to the A/OPC's AIM Task Inbox for resubmission*

h. After two business days, AIM generates email notification to all roles involved in issuance that the MA is active based on bank confirmation



# Issuing a Managing Account (cont'd)

- Managing Account has been successfully established!



[PCOLS Notice] Bank Submission Success: Managing account request - Message (Plain Text)

File Edit View Insert Format Tools Actions Help Adobe PDF

Reply | Reply to All | Forward

From: noreply@dmdc.osd.mil
Sent: Tue 01/13/2009 2:24 PM
To: A/OPC Name, A/BO Supervisor Name, A/BO Name, Resource Manger Name
Cc:
Subject: [PCOLS Notice] Bank Submission Success: Managing account request

The following managing account was successfully processed by the bank:

Primary A/BO's Name: User Name
Account Number: ************3456
Office Name: Office Name
Justification: Justification

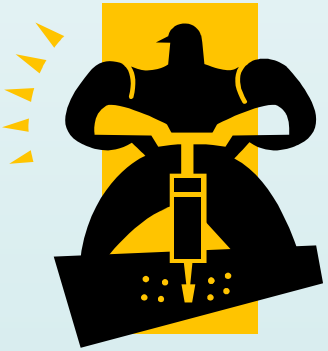
If you need help or support, please contact the PCOLS help desk at the following phone numbers.
. US (CONUS) - Commercial (toll-free): 1-800-376-7783
. OCONUS - DSN: 661-7307
. Direct dial: 269-961-7307

Purchase Card Online System - https://pki.dmdc.osd.mil/appj/pcols-web/

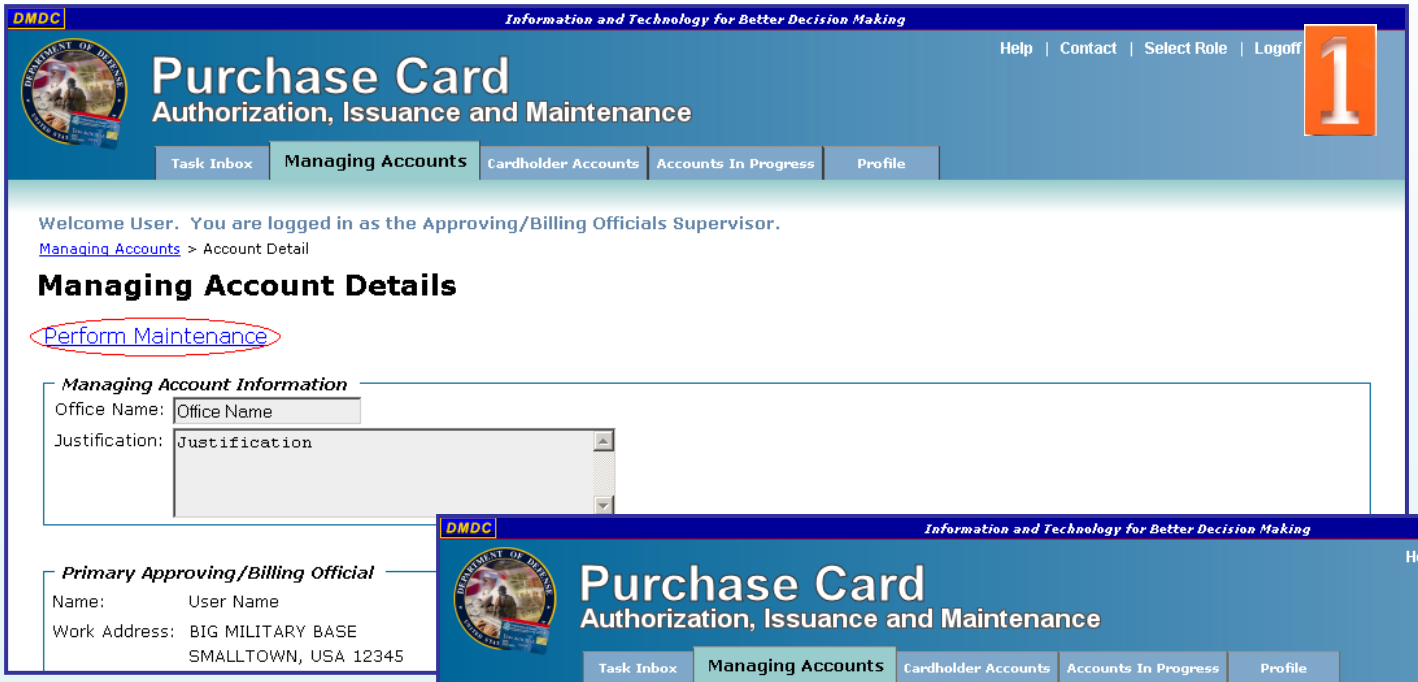
# Managing Account Maintenance

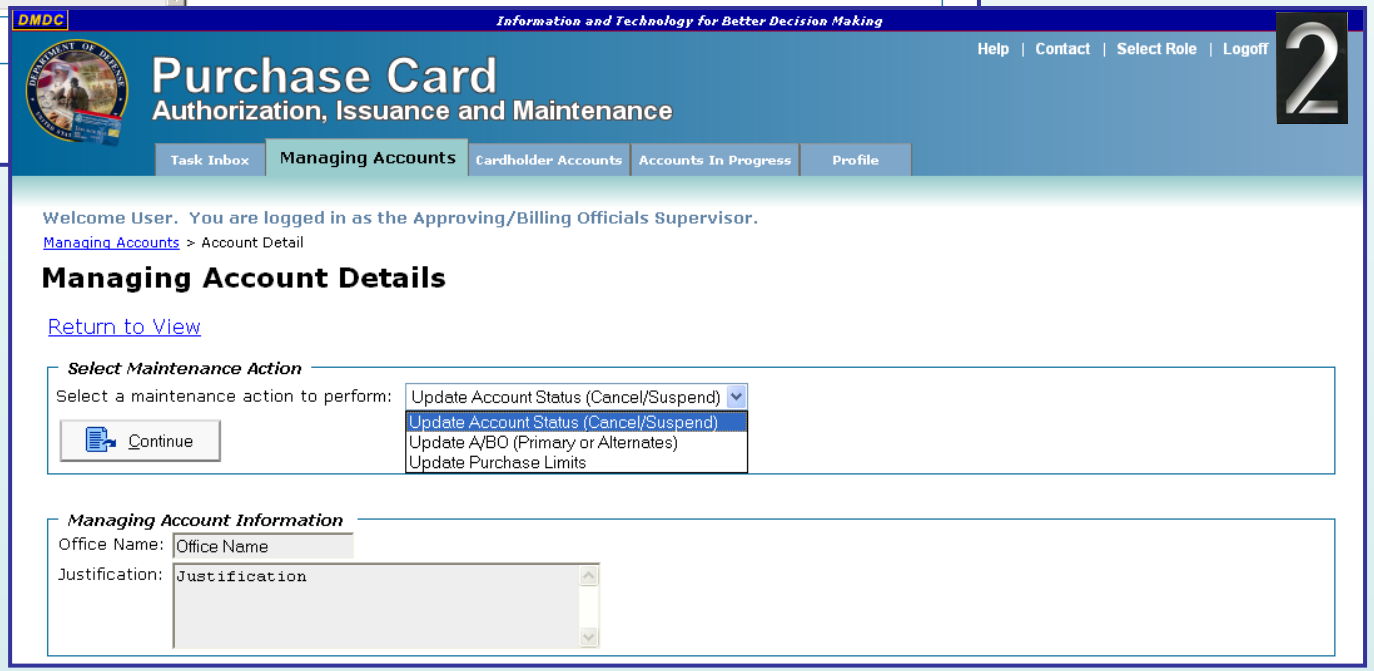
- The A/BO Supervisor can initiate the following maintenance actions:
  - Update Account Status (cancel, suspend, and reactivate accounts)*
  - Update A/BO (Primary or Alternates)
  - Update Purchase Limits (increase/decrease)

* **Not applicable for Navy users**



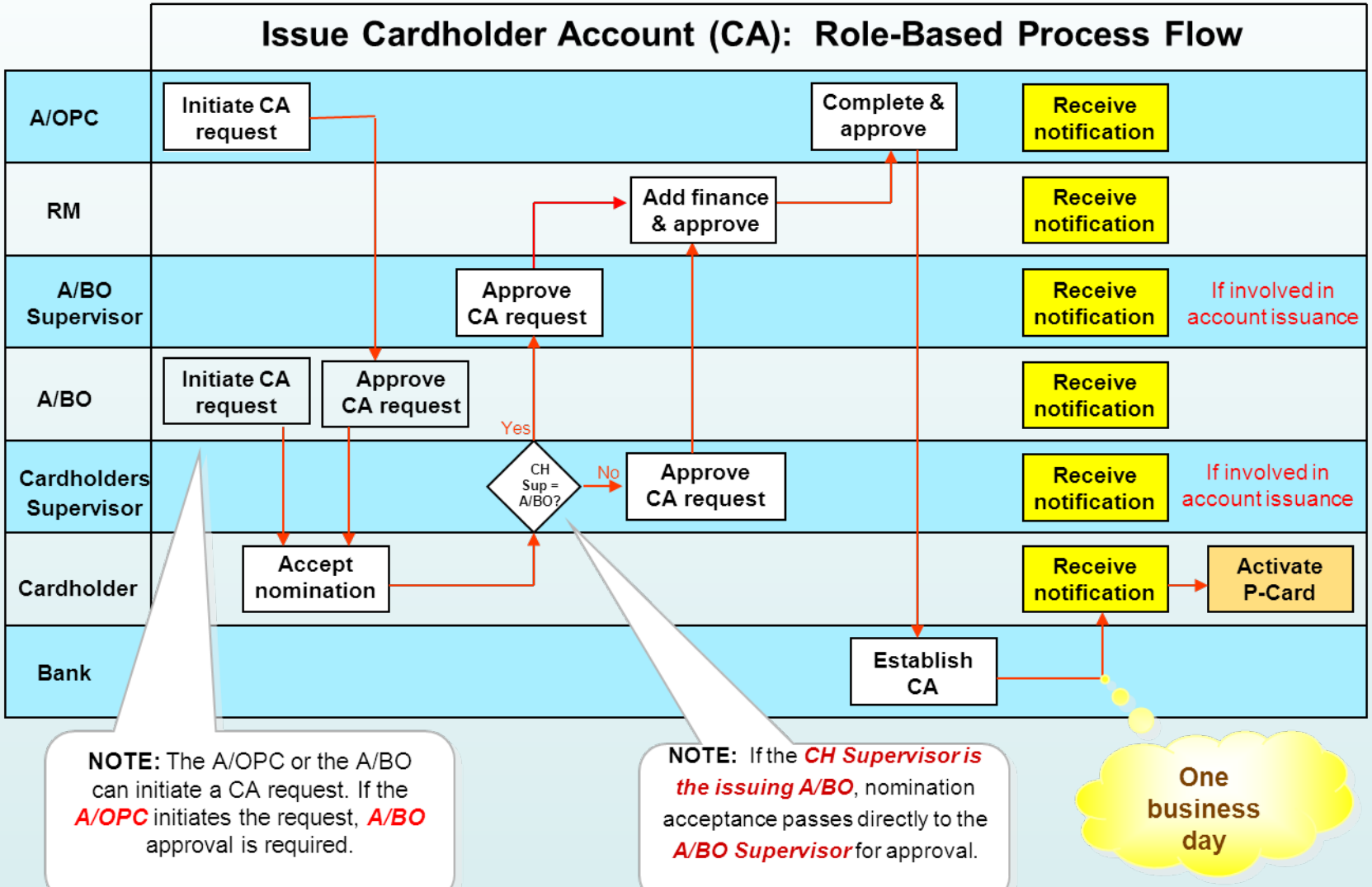
# Managing Account Maintenance (cont'd)



# *Cardholder Accounts*

# Issuing a Cardholder Account



# Issuing a Cardholder Account *(cont'd)*

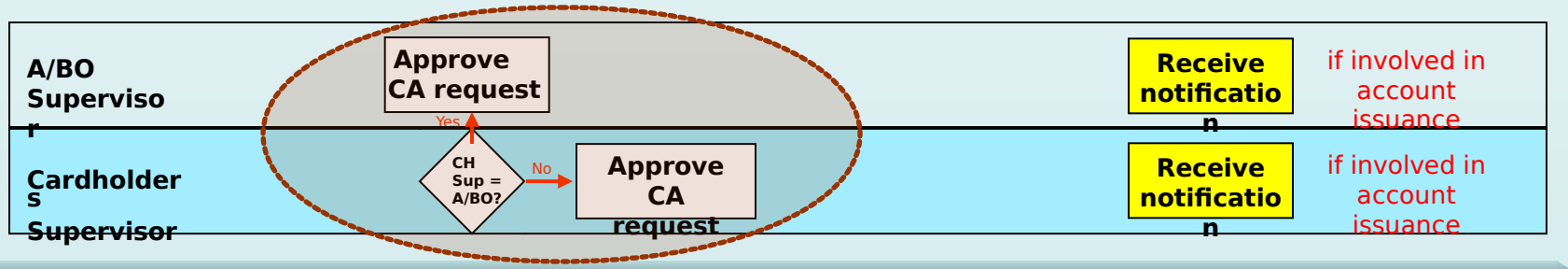
a. A/OPC or A/BO initiates Cardholder Account (CA) request
   - Selects the Managing Account that will hold the new CA
   - Enters required CA information
   - When complete, an email notification is sent to the nominated Cardholder with an AIM token-embedded link

b. Cardholder accepts nomination
   - Acknowledges that they must complete the required training prior to the CA being issued and checks the training acknowledgement box
   - When complete, a PCOLS Task is sent to the Cardholders Supervisor or A/BO Supervisor

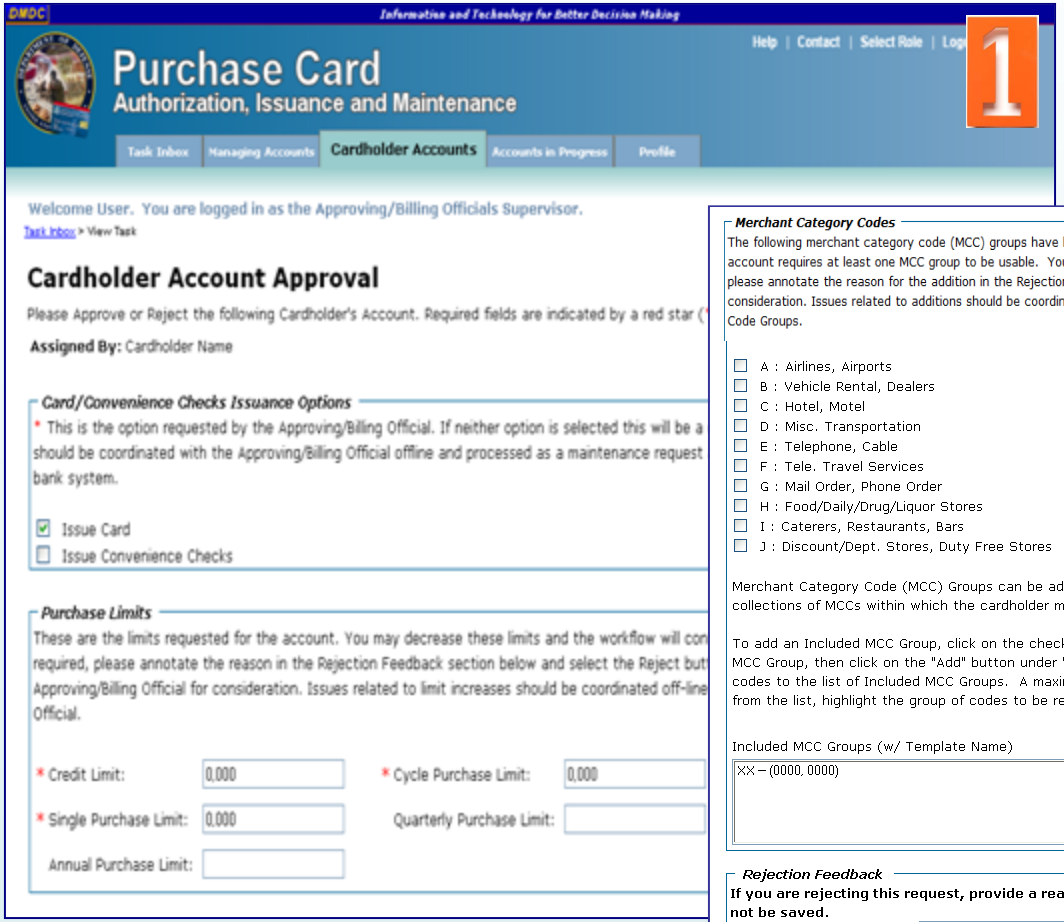
# Issuing a Cardholder Account (cont'd)

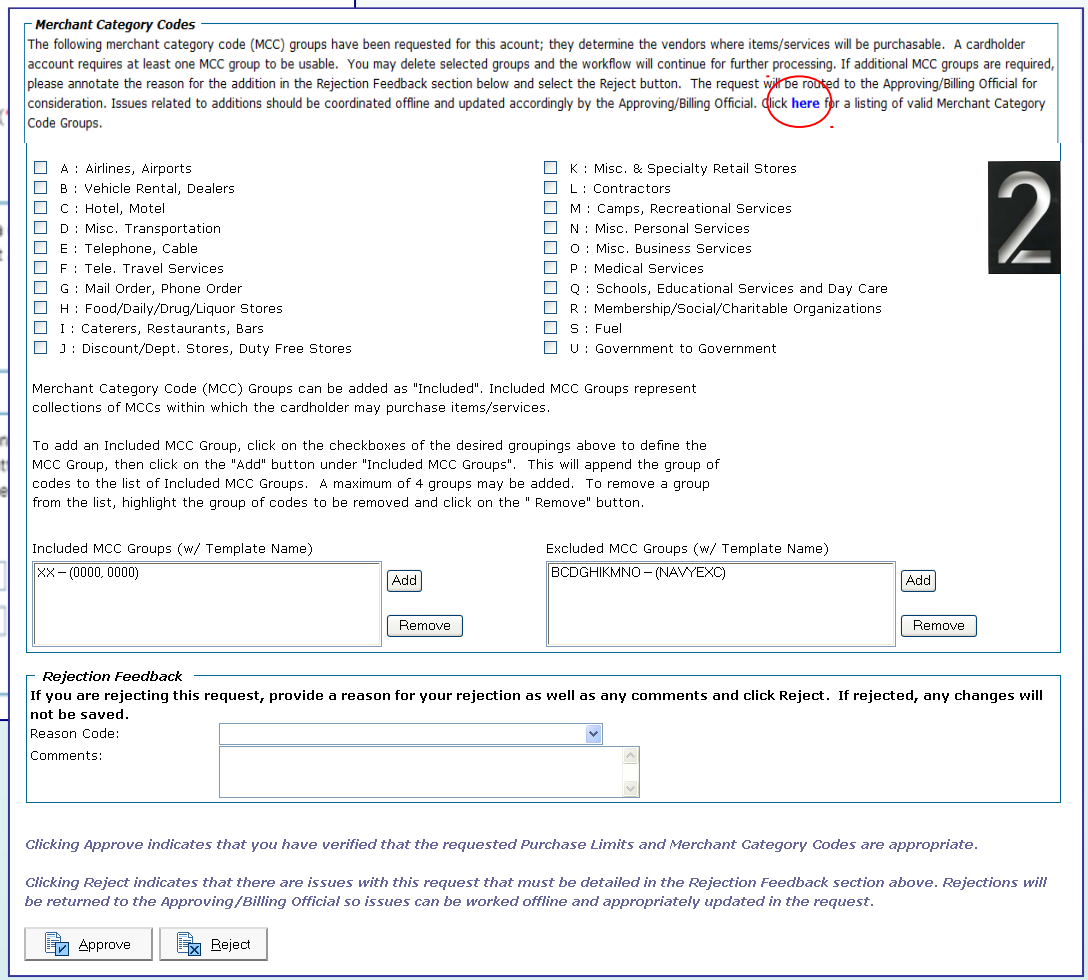
c. Cardholders Supervisor or A/BO Supervisor approves CA request

- If the Cardholders Supervisor **is not** the issuing A/BO, the Cardholders Supervisor verifies the request
- If the Cardholders Supervisor **is** the issuing A/BO, the A/BO Supervisor verifies the request
- Reviews the Card/Convenience Checks Issuance Options and update, if necessary
- Reviews the Purchase Limits and update, if necessary
  - *The requested Purchase Limits may not be increased*
- Reviews the MCCs and updates, if necessary
- When complete, a PCOLS Task is sent to the RM



# Issuing a Cardholder Account *(cont'd)*


DMDC
Information and Technology for Better Decision Making
Help | Contact | Select Role | Log
Purchase Card
Authorization, Issuance and Maintenance
1
Task Inbox
Managing Accounts
Cardholder Accounts
Accounts in Progress
Profile
Welcome User. You are logged in as the Approving/Billing Officials Supervisor.
Task Inbox > View Task
Cardholder Account Approval
Please Approve or Reject the following Cardholder's Account. Required fields are indicated by a red star (
Assigned By: Cardholder Name
Card/Convenience Checks Issuance Options
* This is the option requested by the Approving/Billing Official. If neither option is selected this will be a
should be coordinated with the Approving/Billing Official offline and processed as a maintenance request
bank system.
Issue Card
Issue Convenience Checks
Purchase Limits
These are the limits requested for the account. You may decrease these limits and the workflow will con
required, please annotate the reason in the Rejection Feedback section below and select the Reject but
Approving/Billing Official for consideration. Issues related to limit increases should be coordinated off-line
Official.
* Credit Limit: 0.000
* Cycle Purchase Limit: 0.000
* Single Purchase Limit: 0.000
Quarterly Purchase Limit:
Annual Purchase Limit:


Merchant Category Codes
The following merchant category code (MCC) groups have been requested for this acount; they determine the vendors where items/services will be purchasable. A cardholder account requires at least one MCC group to be usable. You may delete selected groups and the workflow will continue for further processing. If additional MCC groups are required, please annotate the reason for the addition in the Rejection Feedback section below and select the Reject button. The request will be routed to the Approving/Billing Official for consideration. Issues related to additions should be coordinated offline and updated accordingly by the Approving/Billing Official. Click here for a listing of valid Merchant Category Code Groups.
2
A : Airlines, Airports
B : Vehicle Rental, Dealers
C : Hotel, Motel
D : Misc. Transportation
E : Telephone, Cable
F : Tele. Travel Services
G : Mail Order, Phone Order
H : Food/Daily/Drug/Liquor Stores
I : Caterers, Restaurants, Bars
J : Discount/Dept. Stores, Duty Free Stores
K : Misc. & Specialty Retail Stores
L : Contractors
M : Camps, Recreational Services
N : Misc. Personal Services
O : Misc. Business Services
P : Medical Services
Q : Schools, Educational Services and Day Care
R : Membership/Social/Charitable Organizations
S : Fuel
U : Government to Government
Merchant Category Code (MCC) Groups can be added as "Included". Included MCC Groups represent collections of MCCs within which the cardholder may purchase items/services.
To add an Included MCC Group, click on the checkboxes of the desired groupings above to define the MCC Group, then click on the "Add" button under "Included MCC Groups". This will append the group of codes to the list of Included MCC Groups. A maximum of 4 groups may be added. To remove a group from the list, highlight the group of codes to be removed and click on the " Remove" button.
Included MCC Groups (w/ Template Name)
XX – (0000, 0000)
Add
Remove
Excluded MCC Groups (w/ Template Name)
BCDGHIKMNO – (NAVYEXC)
Add
Remove
Rejection Feedback
If you are rejecting this request, provide a reason for your rejection as well as any comments and click Reject. If rejected, any changes will not be saved.
Reason Code:
Comments:
Clicking Approve indicates that you have verified that the requested Purchase Limits and Merchant Category Codes are appropriate.
Clicking Reject indicates that there are issues with this request that must be detailed in the Rejection Feedback section above. Rejections will be returned to the Approving/Billing Official so issues can be worked offline and appropriately updated in the request.
Approve
Reject

# Issuing a Cardholder Account *(cont'd)*

d. RM fills out financial information and approves the CA request

- Reviews Accounting Validation Code, Default Accounting Codes, Purchase Limits, and MCCs and updates, if necessary
- When complete, a PCOLS Task is sent to the A/OPC

e. A/OPC fills out required data and approves CA request

- Reviews Office Name, Justification, Organization Name, Card/Convenience Check Issuance options, Purchase Limits, UIC*, Identity Verification*, and MCCs and updates, if necessary
- Certifies that the Cardholder has completed their training and enters the date of completion
- Certifies that the Required Delegations and Appointments letter was issued and enters a date for review
- Enters Special Designations for the CA

* **Navy users only**

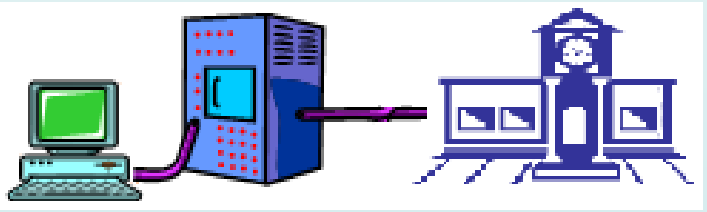
# Issuing a Cardholder Account *(cont'd)*

f. AIM sends the CA request to the bank

- If the bank rejects the request, it goes to the appropriate user for revision
  - *Rejections related to the financial information entered by the RM will return as a task to the RM's Task Inbox*
  - *All other errors to the MA request will return to the A/OPC's AIM Task Inbox for resubmission*

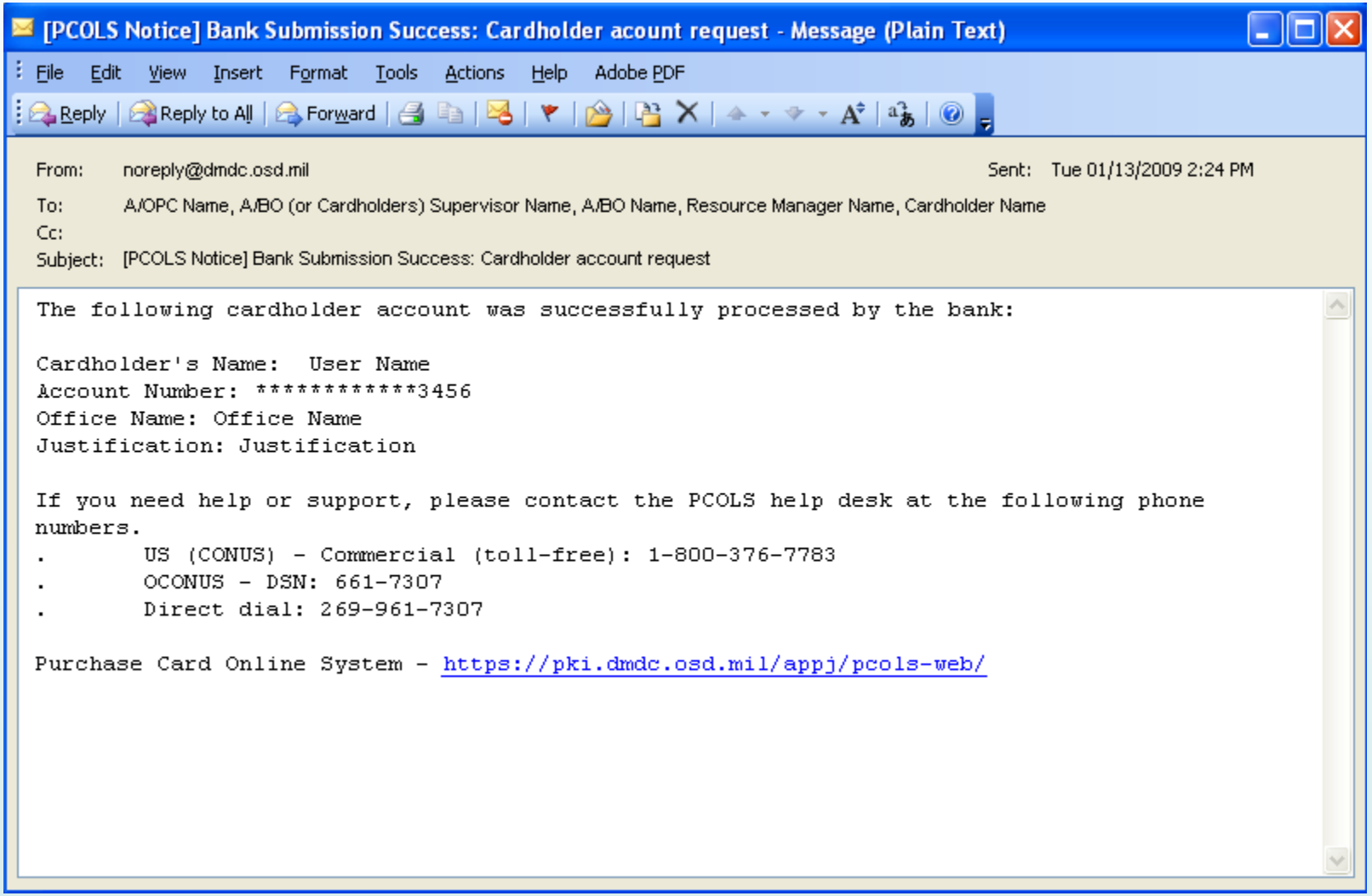
g. After one business day, AIM generates an email notification to all roles involved in issuance that the CA is active, based on bank confirmation

- The Purchase Card will then be shipped; once received, the card must be activated following standard bank procedures



# Issuing a Cardholder Account (cont'd)

- Cardholder Account has been successfully established!



[PCOLS Notice] Bank Submission Success: Cardholder acount request - Message (Plain Text)

File Edit View Insert Format Tools Actions Help Adobe PDF

Reply | Reply to All | Forward

From: noreply@dmdc.osd.mil
Sent: Tue 01/13/2009 2:24 PM
To: A/OPC Name, A/BO (or Cardholders) Supervisor Name, A/BO Name, Resource Manager Name, Cardholder Name
Cc:
Subject: [PCOLS Notice] Bank Submission Success: Cardholder account request

The following cardholder account was successfully processed by the bank:

Cardholder's Name: User Name
Account Number: ************3456
Office Name: Office Name
Justification: Justification

If you need help or support, please contact the PCOLS help desk at the following phone numbers.
. US (CONUS) - Commercial (toll-free): 1-800-376-7783
. OCONUS - DSN: 661-7307
. Direct dial: 269-961-7307

Purchase Card Online System - https://pki.dmdc.osd.mil/appj/pcols-web/

# *PCOLS Reporting*

# Learning Objectives

- PCOLS Reporting Overview
- PCOLS Reporting users
- PCOLS Reports
- How to:
  - Select a role
  - Select a report
  - Run a report
  - Generate a report

# PCOLS Reporting Overview

- Provides a defined set of reports based on Purchase Card accounts and users of AIM
- Reports can be generated only for organizations in which a user is associated
- PCOLS Reporting uses data from AIM, EMMA, and DEERS

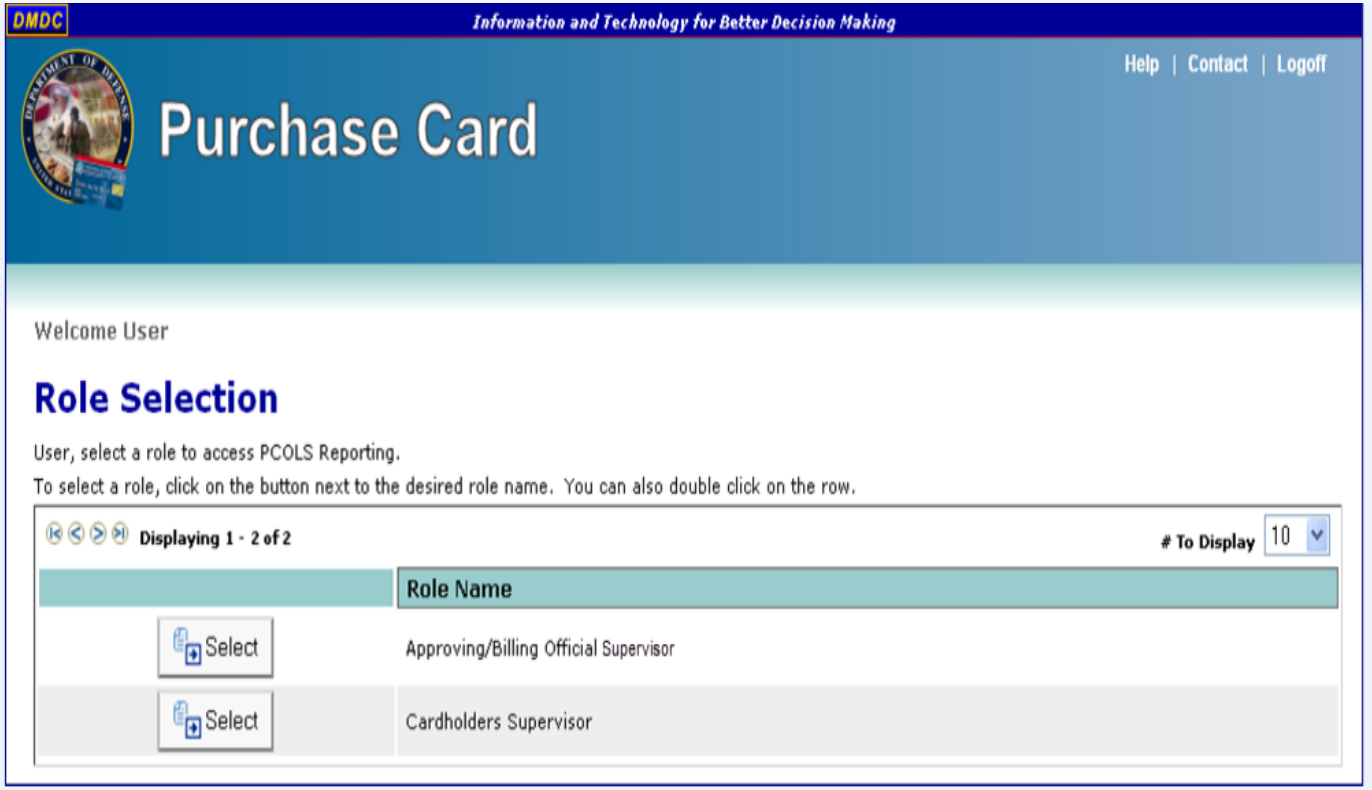
# PCOLS Reporting Users

| Reports | Resource Manager | PCPO Representative | Acquisition Executive Agent | HCA Agent | High-Level A/OPC Supervisor | A/OPC Supervisor | A/OPC | A/BO Supervisor | A/BO | Cardholders Supervisor |
|---|---|---|---|---|---|---|---|---|---|---|
| Account Status | | x | x | x | x | x | x | | | |
| Annual Review of Managing Accounts | | x | x | x | x | x | x | | | |
| Approving/Billing Official | | x | x | x | x | x | x | x | | |
| Case Disposition Detail | | x | x | x | x | x | x | | | |
| Case Disposition Summary | | x | x | x | x | x | x | | | |
| Conflict of Interest | | x | x | x | x | x | x | x | | |
| Escalated Transaction | | x | x | x | x | x | x | | | |
| Flagged Transaction | | x | x | x | x | x | x | | | |
| Infraction Detail | | x | x | x | x | x | x | | | |
| Program Management | | x | x | x | x | x | x | | | |
| Provisioning Status | | x | x | x | x | x | x | | | |
| Purchase Card | x | x | x | x | x | x | x | x | x | x |
| Recommended Action Summary | | x | x | x | x | x | x | | | |
| Training Due | | x | x | x | x | x | x | x | | x |
| Workflow Aging | | x | x | x | x | x | x | | | |

# PCOLS Reports-A/BO Supervisor

- **Approving/Billing Official** – allows authorized users to view a list of Active and Suspended Managing Accounts in AIM and the A/BOs assigned to them
- **Conflict of Interest Report** – allows users to view a list of individuals within the identified organization that hold an A/BO role and Cardholder role within the same Active or Suspended Managing Account.
- **Purchase Card** – allows users to view a list of Cardholder Accounts that meet the selected reporting criteria.
- **Training Due Report-** allows users to view the number of accounts that training is due for A/BOs, Cardholders or both.
- * **Note:** The PCOLS data base will be updated during the 2:00am to 5:00am EST system unavailability window; therefore, current data in all reports will not be available until the next business day.

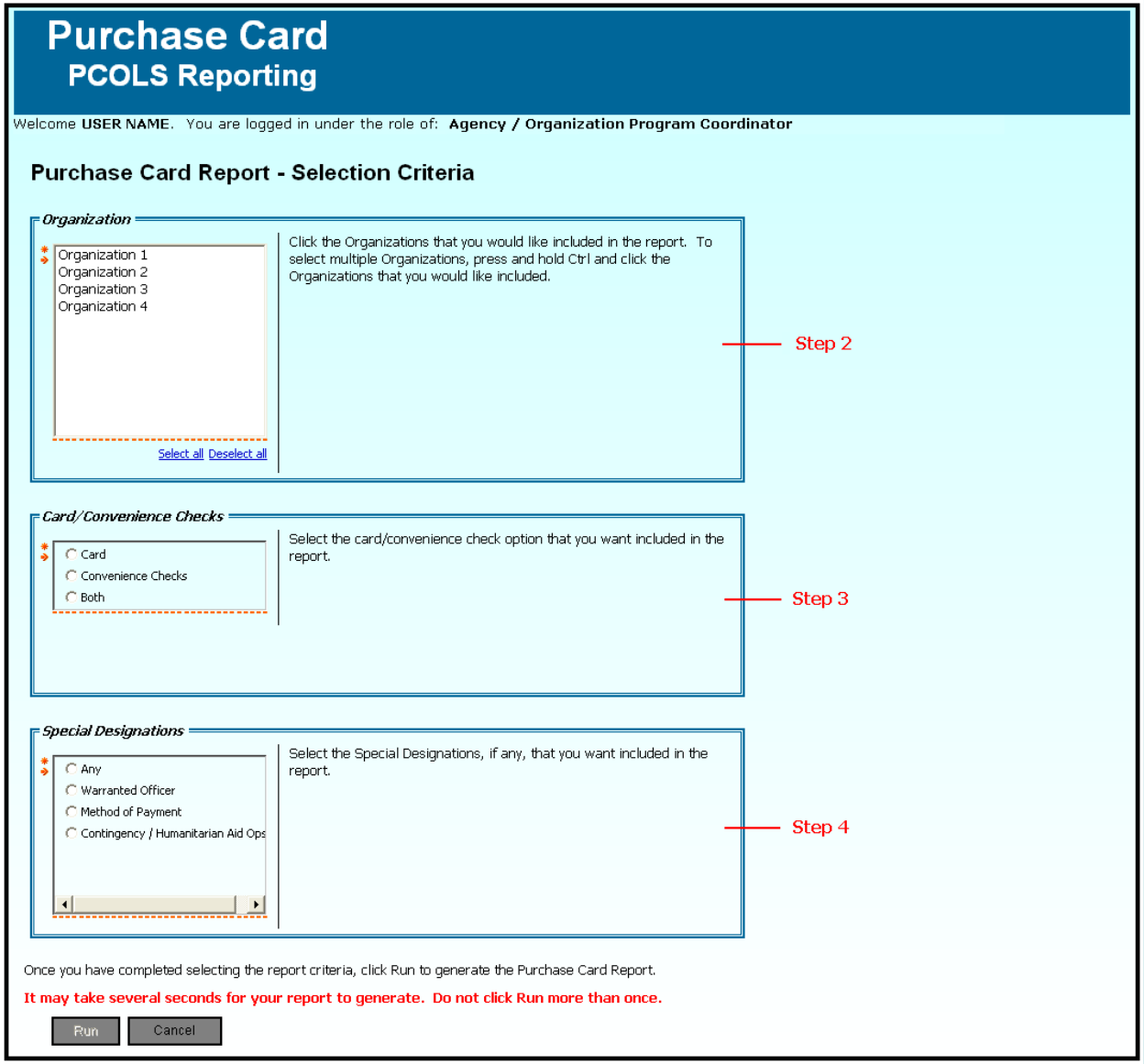
# Selecting a Role


DMDC
Information and Technology for Better Decision Making
Help | Contact | Logoff
Purchase Card
Welcome User
Role Selection
User, select a role to access PCOLS Reporting.
To select a role, click on the button next to the desired role name. You can also double click on the row.
Displaying 1 - 2 of 2
# To Display 10
Role Name
Select
Approving/Billing Official Supervisor
Select
Cardholders Supervisor

# Selecting a Report

- Upon selecting your role folder, you will be presented with a list of reports that are available to the selected role.

# Running a Report


Purchase Card
PCOLS Reporting
Welcome USER NAME. You are logged in under the role of: Agency / Organization Program Coordinator
Purchase Card Report - Selection Criteria
Organization
Organization 1
Organization 2
Organization 3
Organization 4
Select all Deselect all
Click the Organizations that you would like included in the report. To select multiple Organizations, press and hold Ctrl and click the Organizations that you would like included.
Step 2
Card/Convenience Checks
Card
Convenience Checks
Both
Select the card/convenience check option that you want included in the report.
Step 3
Special Designations
Any
Warranted Officer
Method of Payment
Contingency / Humanitarian Aid Ops
Select the Special Designations, if any, that you want included in the report.
Step 4
Once you have completed selecting the report criteria, click Run to generate the Purchase Card Report.
It may take several seconds for your report to generate. Do not click Run more than once.
Run
Cancel

# Generating a Report

## Purchase Card Report

Criteria:
Organization(s): Organization 2
Card/Check Option: Both
Special Designations: Any

**Organization:** Organization 2

| Cardholder Account Number | Cardholder Name / Organization Name | Email Address / Phone Number | Card Type | Designation Type(s) | $ Value of Warrant | Cycle Limit / Single Limit | Quarterly Limit / Annual Limit |
|---|---|---|---|---|---|---|---|
| xxxxxxxxxx12345678 | Last Name, First Name<br>Sub Organization A | cardholder.name@email.mil<br>1234567890 | Card | | | $0.00<br>$3,000.00 | $0.00<br>$0.00 |
| xxxxxxxxxx12341234 | Last Name, First Name<br>Sub Organization A | cardholder.name@email.mil<br>1234567890 | Card | | | $9,000.00<br>$3,000.00 | $0.00<br>$0.00 |
| xxxxxxxxxx12344567 | Last Name, First Name<br>Sub Organization B | cardholder.name@email.mil<br>1234567890 | Card | | | $0.00<br>$3,000.00 | $0.00<br>$0.00 |
| xxxxxxxxxx12346789 | Last Name, First Name<br>Sub Organization B | cardholder.name@email.mil<br>1234567890 | Card | | | $0.00<br>$25,000.00 | $0.00<br>$0.00 |
| xxxxxxxxxx12347890 | Last Name, First Name<br>Sub Organization C | cardholder.name@email.mil<br>1234567890 | Card | | | $12,000.00<br>$3,000.00 | $0.00<br>$0.00 |
| xxxxxxxxxx12340987 | Last Name, First Name<br>Sub Organization C | cardholder.name@email.mil<br>1234567890 | Card | | | $10,000.00<br>$3,000.00 | $0.00<br>$0.00 |
| xxxxxxxxxx12342345 | Last Name, First Name<br>Sub Organization C | cardholder.name@email.mil<br>1234567890 | Card | | | $0.00<br>$3,000.00 | $0.00<br>$0.00 |
| xxxxxxxxxx12348910 | Last Name, First Name<br>Sub Organization C | cardholder.name@email.mil<br>1234567890 | Card | | | $0.00<br>$3,000.00 | $0.00<br>$0.00 |

PCOLS AIM Reporting
Report Date/Time: Mar 15, 2012 8:02:08 AM

Page 1 of 13
Requestor: User Name
Role: Agency / Organization Program Coordinator

# *Purchase Card On-line System (PCOLS)*

## This concludes the PCOLS Continuous Learning Module for the A/BO Supervisor